Muratec

Office Bridge™

for MFX-2200, MFX-2225,
MFX-2320, MFX-2325,
MFX-2700, MFX-2720, MFX-2725

User's Guide

Preface

Thank you for purchasing “OfficeBridge”.

“OfficeBridge” is a document management system that allows you to manage documents on your network, including faxes.

This book explains how to set your Multi Function Peripherals (MFP) and to use the Internet Fax and scan functions on your MFP when “OfficeBridge” has been installed.

The Manuals

The following manuals are included with the OfficeBridge.

■ Setup Guide (Book)

This is the first documentation you should refer to for installing and setting up the OfficeBridge.

■ User's Guide (PDF)

Explains how to use the Internet Fax and scanner functions on your machine when the OfficeBridge has been installed. This book is a PDF file.

To see this manual, the Adobe Acrobat Reader is required.

■ Reference Manual (HTML)

Explains how to use all of the OfficeBridge functions and utility programs.

You can install this manual on your computer and see it using a web browser.

If you do not install the “Reference manual” on your computer, you can see it from the CD directly by running the “Index.html” located on the following address.

G:\Manuals\English\ReferenceManual (G: is a CD drive letter)

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How to read this manual

■ Symbols

In this manual, the following symbols are used with the items where important operational and safety information must be observed.

⚠WARNING	Describes warnings to protect yourself and others from serious or potentially fatal injury if you handle the machine incorrectly. For safe operation, please follow instructions carefully.
⚠CAUTION	Describes cautions to protect yourself and others from personal injury or damage to properties if you handle the machine incorrectly. For safe operation, please follow instructions carefully.
IMPORTANT	Describes important conditions or restrictions you should carefully observe to avoid problems caused by incorrect operations.
NOTE	Describes reference information and additional notes for operations.

■ Key descriptions

In this manual, the operating keys are described as follows:

The key names on the control panel are shown in < >, and the key names on the touch panel are in [ ].

• Keys on the control panel

→ Enclosed in < >, for example, <Job Confirm. / Fax Cancel>.

• Touch panel keys

Enter → Enclosed in [ ], for example, [Enter].

Trademarks

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All other company names and product names referenced are trademarks or registered trademarks of their respective companies.

All company names, person's names and other information used in the screen in this book are fictitious.

Main Features

■ Fax transmission/reception and e-mail transmission

You can:

- Send a document created with a Windows application software such as “Microsoft Word”, by fax or e-mail directly from your PC, and also view a received fax on your PC.
- Send a fax as “e-mail” by specifying a destination e-mail address. The fax is sent to the destination as an e-mail attachment (TIFF or PDF file).
- Save paper without the need to print documents.

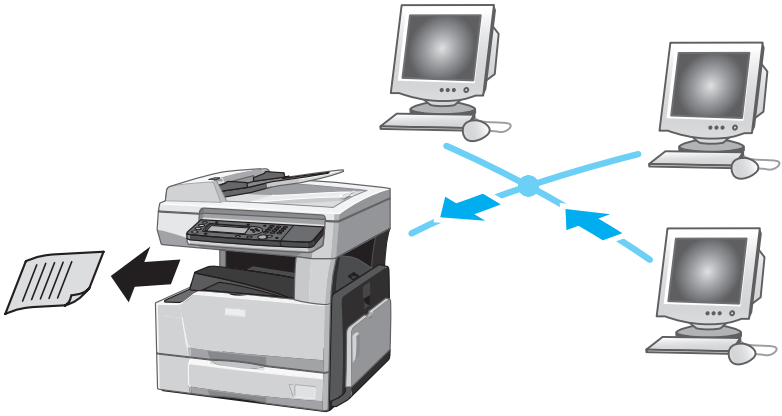
■ Scanner

You can:

· Save a scanned document in a shared folder on a network PC. (Scan to folder)
· Send a scanned document by e-mail. (Scan to mail)
· Send a scanned document directly to the OfficeBridge users.
· Use a scanned document to send, print, download to a PC, post to a bulletin board, circulate, and request another user to process.
· Import a scanned document into a TWAIN-compatible application.

■ Printer

You can use this product as a network printer.



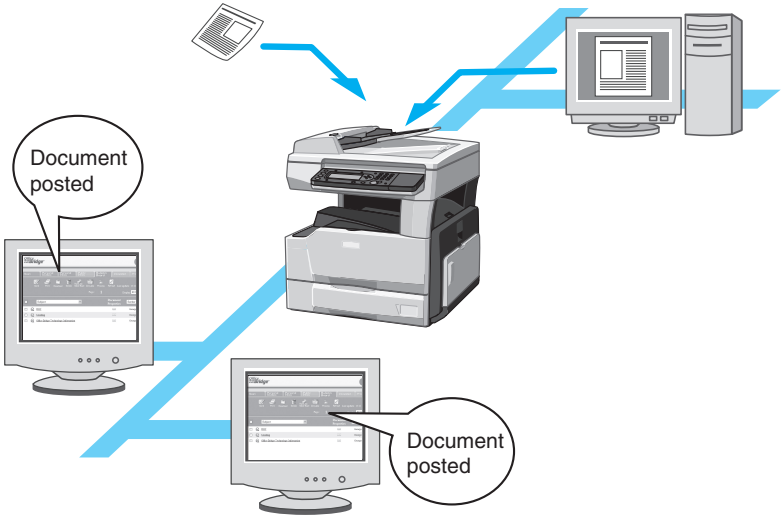
■ Bulletin board

You can post a scanned or received document to the bulletin board that all OfficeBridge users can view.

You can:

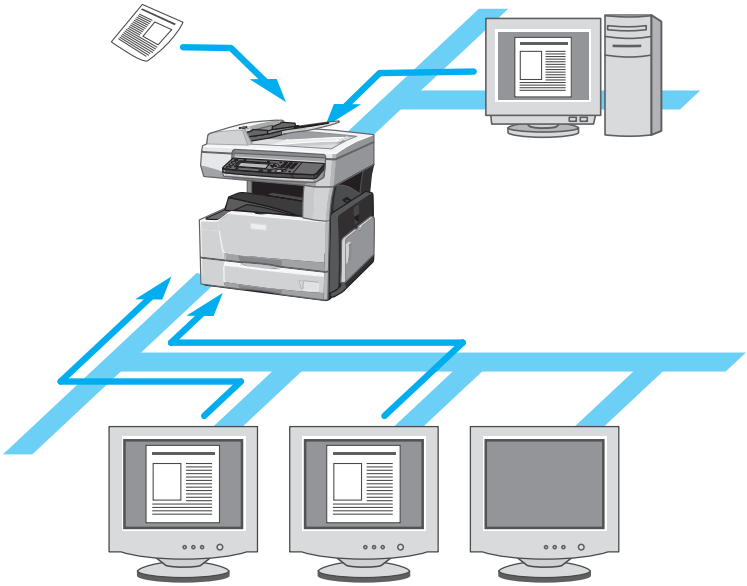
· View the posted documents on your PC.

· Announce quickly what you want all users to know, such as a newsletter.



■ Circulation

You can circulate a scanned or received document to specific users.
One who circulated a document can check whether the recipients have read it.
Circulation is useful when:
· You want a specific person in charge to check a material.
· You want to announce information such as an in-house event.



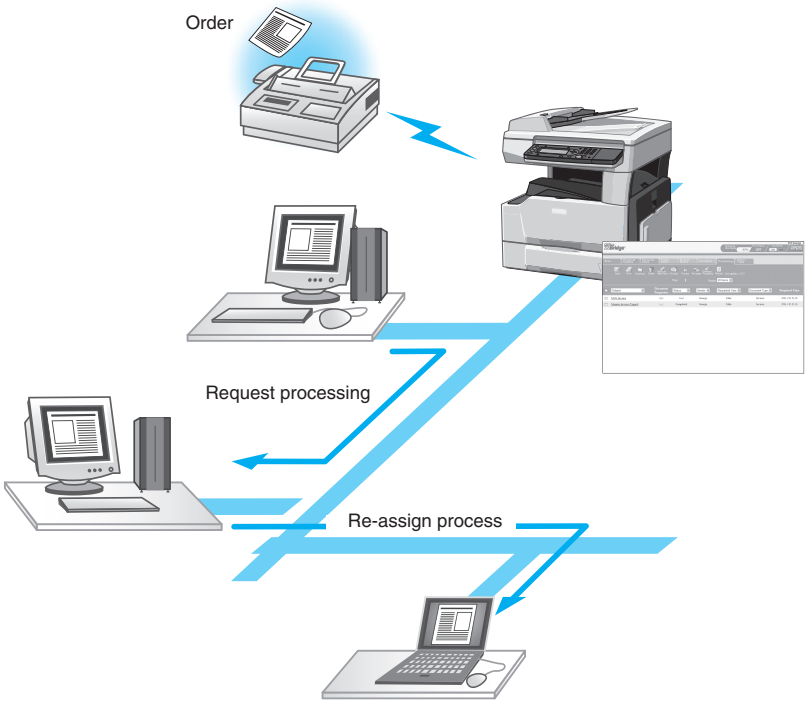
■ Request processing

You can request another user to process a scanned or received document, with its processing deadline and your comments attached.

You can:

· Attach your comments including the processing deadline and notes on the processing when you request recipients to process an order form or estimation request form received by fax. The requesting person can check the processing result (whether the processing is complete).

· Re-assign the processing request with your comments. The original requesting person can check when the request has been re-assigned to another recipient.



Chapter 1

MFP Settings

This chapter describes the network settings to use OfficeBridge, and how to change the default settings of Internet Fax or Network Scan.

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Network Settings

Setting TCP/IP

Set the network environment to connect to a PC on which you use OfficeBridge.

IMPORTANT

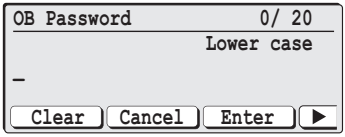
- Before changing the IP address, be sure to gain approval from your network administrator. If you carelessly change it, the network may malfunction.
- If you use the DHCP (Dynamic Host Configuration Protocol) server, the IP address will be automatically set. The following shows how to set the IP address when you do not use the DHCP server.

1 Press <Menu>, <7>, <2>, <3>, [Enter].

NOTE

If an administrator is set in "User Registration" on the OfficeBridge "Admin Tools" screen, the "OB Password" screen appears.

Enter the password using the numeric keys and press [Enter].



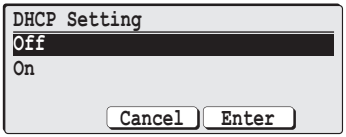
If the entered password is wrong, the "Incorrect OB password" message appears. Enter the correct password.

2 Select "IP Address" and press [Enter].

■ DHCP setting

3 Select “DHCP Setting” and press [Enter].

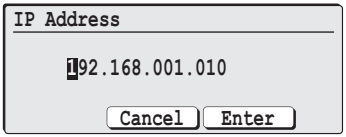
4 Select “Off” using the cursor keys and press [Enter].



■ IP address setting

5 Select “IP Address” and press [Enter].

6 Enter the IP address using the numeric keys and press [Enter].

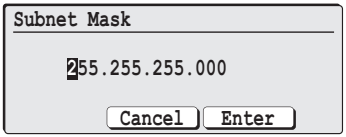


If you enter the wrong number, press the cursor keys to scroll to the desired position, and reenter the number.

■ Subnet Mask setting

7 Select “Subnet Mask” using the cursor keys and press [Enter].

8 Enter the Subnet Mask address using the numeric keys and press [Enter].

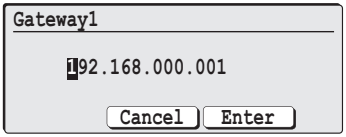


Set the following items if necessary.
If not necessary, proceed to step 21.

■ Gateway 1 setting

9 Select “Gateway1” using the cursor keys and press [Enter].

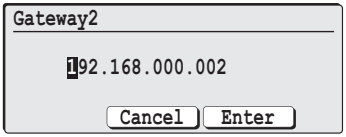
10 Enter the Gateway 1 address using the numeric keys and press [Enter].



■ Gateway 2 setting

11 Select “Gateway2” using the cursor keys and press [Enter].

12 Enter the Gateway 2 address using the numeric keys and press [Enter].

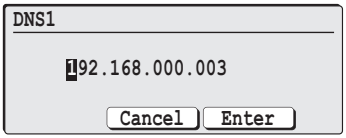


■ DNS setting

13 Select “DNS Setting” using the cursor keys and press [Enter].

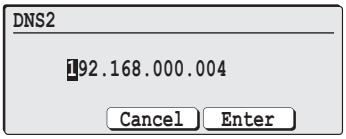
14 Select “DNS1” and press [Enter].

15 Enter the address of the DNS 1 server using the numeric keys and press [Enter].



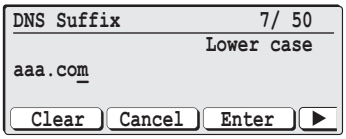
16 Select “DNS2” using the cursor keys and press [Enter].

17 Enter the address of the DNS 2 server using the numeric keys and press [Enter].



18 Select “DNS Suffix” using the cursor keys and press [Enter].

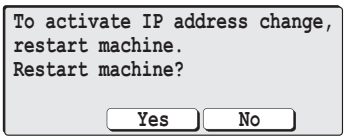
19 Enter the DNS suffix using the numeric keys and press [Enter].



20 Press [Close].

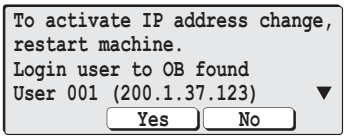
21 Press [Close].

22 When a screen appears asking if you want to restart the machine, press [Yes].
Unless you restart the machine, the TCP/IP settings do not change.



NOTE

If an OfficeBridge login user is found, the following screen appears. Be sure to let all users log out before restarting the machine.



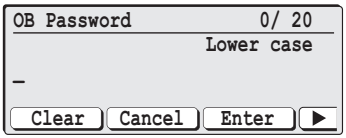
Checking the MAC address

You cannot enter (or change) the MAC address.

1 Press <Menu>, <7>, <2>, <3>, [Enter].

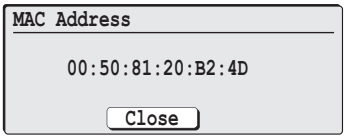
NOTE

If an administrator is set in "User Registration" on the OfficeBridge "Admin Tools" screen, the "OB Password" screen appears.
Enter the password using the numeric keys and press [Enter].



2 Select "MAC Address" using the cursor keys and press [Enter].

3 Check the MAC address and press [Close].

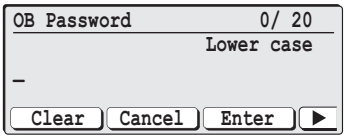


Setting SMB

1 Press <Menu>, <7>, <2>, <3>, [Enter].

NOTE

If an administrator is set in "User Registration" on the OfficeBridge "Admin Tools" screen, the "OB Password" screen appears.
Enter the password using the numeric keys and press [Enter].

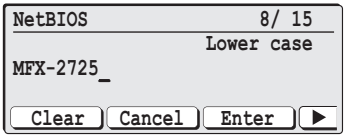


2 Select "SMB Setting" using the cursor keys and press [Enter].

■ NetBIOS setting

3 Select “NetBIOS” and press [Enter].

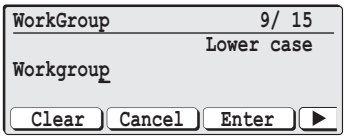
4 Enter the NetBIOS using the numeric keys and press [Enter].



■ Workgroup setting

5 Select “WorkGroup” using the cursor keys and press [Enter].

6 Enter the workgroup name using the numeric keys and press [Enter].

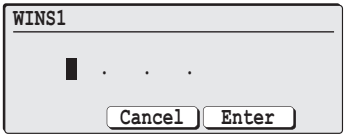


To switch the character entry mode, press <#> of the numeric keys.

■ WINS 1 setting

7 Select “WINS1” using the cursor keys and press [Enter].

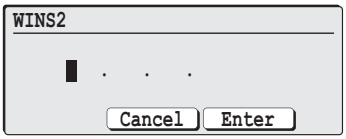
8 Enter the WINS 1 address using the numeric keys and press [Enter].



■ WINS 2 setting

9 Select “WINS2” using the cursor keys and press [Enter].

10 Enter the WINS 2 address using the numeric keys and press [Enter].



11 Press [Close].

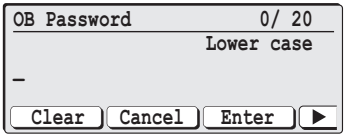
Press <Reset> to return to the standby screen.

Running Ping

1 Press <Menu>, <7>, <2>, <3>, [Enter].

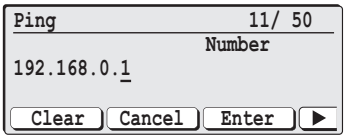
NOTE

If an administrator is set in "User Registration" on the OfficeBridge "Admin Tools" screen, the "OB Password" screen appears.
Enter the password using the numeric keys and press [Enter].

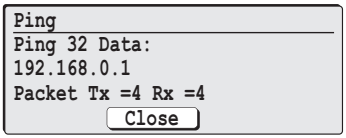


2 Select "Ping" using the cursor keys and press [Enter].

3 Enter the IP address or host name of a PC or network device you want to check using the numeric keys, and press [Enter].
Communication is established, and the Ping information appears.



4 Press [Close].



Press <Reset> to return to the standby screen.

Setting LDAP

Set the LDAP search functions.

NOTE

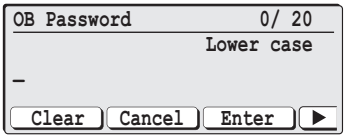
- You can register up to five LDAP server settings.
- You cannot access more than one LDAP server simultaneously.

1 Press <Menu>, <7>, <2>, <3>, [Enter].

NOTE

If an administrator is set in "User Registration" on the OfficeBridge "Admin Tools" screen, the "OB Password" screen appears.

Enter the password using the numeric keys and press [Enter].



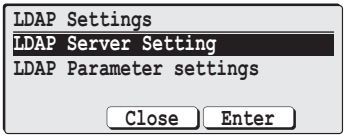
If the entered password is wrong, the "Incorrect OB password" message appears.

Enter the correct password.

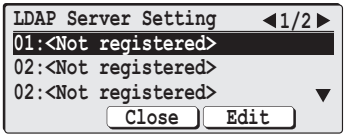
2 Select "LDAP Settings" using the cursor keys and press [Enter].

■ LDAP server setting

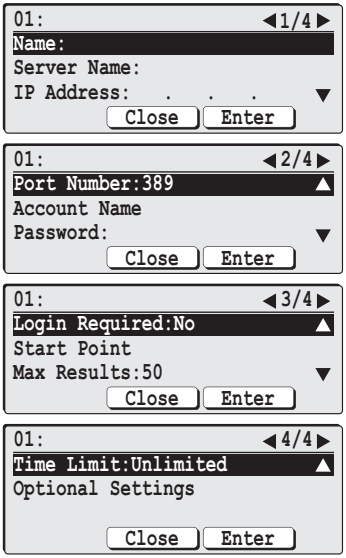
3 Select "LDAP Server Setting" using the cursor keys and press [Enter].



4 Select the LDAP server number using the cursor keys and press [Edit].



5 Select the desired item using the cursor keys and press [Enter].



Item	Description
Name	You can assign a name to the setting. Up to 23 characters can be entered.
Server Name	Enter the LDAP server name. Up to 99 alphanumeric characters can be entered. If you enter both the LDAP server name and IP address, the IP address has a priority.
IP Address	Enter the IP address of the LDAP server.
Port Number	Enter the port number of the LDAP server. The default setting value is 389.
Account Name	Set the account name when you log in the LDAP server. You need to enter this item when setting “Login required” to “Yes”. Up to 49 alphanumeric characters can be entered.
Password	Set the password when you log in the LDAP server. You need to enter this item when setting “Login required” to “Yes”. Up to 29 alphanumeric characters can be entered.
Login required	Set to “Yes” when the authentication is required for logging in the LDAP server. When setting to “Yes”, you must enter “Account Name” and “Password”.
Start Point	Enter the position to start searching. (Example: soouid=employeeuser,c=JP) Up to 99 alphanumeric characters can be entered.
Max Results	Enter the maximum number of LADP search results you receive. The default setting value is 50.
Time Limit	Enter the time out value (second) for LDAP communication. To set the time out value to unlimited, enter “0000”. The default setting value is 0000 seconds.

Item	Description	
Optional Settings	You can add one more attribute to search than “Name”, “Fax Number (Tel Number)”, “Mail Address”, and “Department”.	
	Attribute	Enter the attribute to search.
	Value	Enter the text to search for.
	How to search	Specify the search criteria. Any: Searches for destinations including the specified text. Equal: Searches for destinations which exactly match the specified text. Initial: Searches for destinations which start with the specified text. Final: Searches for destinations which end with the specified text. Not Use: The entered text will not be used for searching.

6 After setting the items, press [Enter].

7 Press [Close].
Press <Reset> to return to the standby screen.

■ Default LDAP server setting

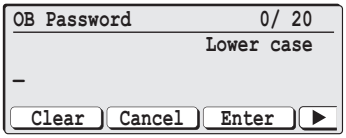
Set which LDAP server you use as default when more than one LDAP server setting are registered.

1 Press <Menu>, <7>, <2>, <3>, [Enter].

NOTE

When an administrator is set in "User Registration" on the OfficeBridge "Admin Tools" screen, the "OB Password" screen appears.

Enter the password using the numeric keys and press [Enter].

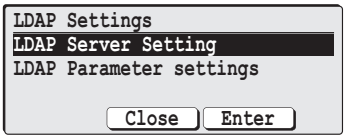


If the entered password is wrong, the "Incorrect OB password" message appears.

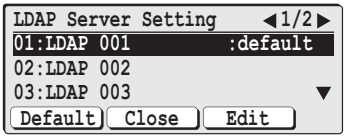
Enter the correct password.

2 Select "LDAP Settings" using the cursor keys and press [Enter].

3 Select "LDAP Server Setting" using the cursor keys and press [Enter].



4 Select the LDAP server using the cursor keys and press [Default].



5 Press [Close].

Press <Reset> to return to the standby screen.

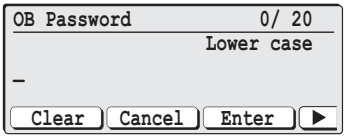
■ Deleting the LDAP server setting

1 Press <Menu>, <7>, <2>, <3>, [Enter].

NOTE

If an administrator is set in "User Registration" on the OfficeBridge "Admin Tools" screen, the "OB Password" screen appears.

Enter the password using the numeric keys and press [Enter].

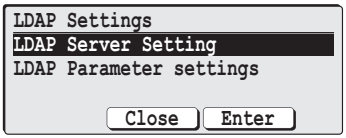


If the entered password is wrong, the "Incorrect OB password" message appears.

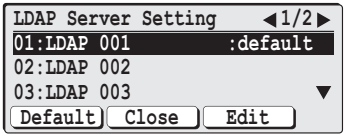
Enter the correct password.

2 Select "LDAP Settings" using the cursor keys and press [Enter].

3 Select "LDAP Server Setting" using the cursor keys and press [Enter].



4 Select the LDAP server setting you want to delete using the cursor keys and press [Edit].



5 Delete all items: "Name", "Server Name", and "IP Address".

6 Press [Close].

Press <Reset> to return to the standby screen.

■ LDAP parameter setting

Set the parameters for LDAP search attributes.
You can set the parameters for “Name”, “Mail Address”, “Fax Number”, “Tel Number”, and “Department”.

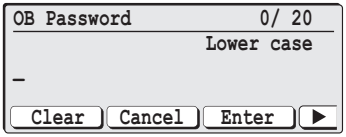
IMPORTANT

An LDAP system administrator should configure this setting.

1 Press <Menu>, <7>, <2>, <3>, [Enter].

NOTE

If an administrator is set in “User Registration” on the OfficeBridge “Admin Tools” screen, the “OB Password” screen appears.
Enter the password using the numeric keys and press [Enter].



If the entered password is wrong, the “Incorrect OB password” message appears.
Enter the correct password.

2 Select “LDAP Settings” using the cursor keys and press [Enter].

3 Select “LDAP Parameter Settings” using the cursor keys and press [Enter].

4 Set each parameter and press [Enter].

5 Press [Close].
Press <Reset> to return to the standby screen.

Setting the time zone

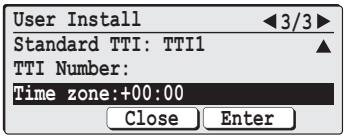
Set the time zone.

A time zone is a region that adopts the same time differences as the ones from the Royal Observatory, Greenwich, England (within ± 12 hours), usually regarded as standard time around the world.

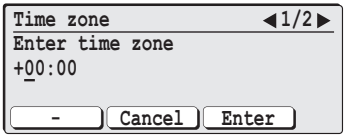
Before using "Internet Time" of OfficeBridge, you need to set the time zone.

1 Press <Menu>, <9>, [Enter].

2 Select "Time zone" using the cursor keys and press [Enter].



3 Enter the time zone using [-] ([+]) and the numeric keys or cursor keys, and press [Enter].



Press <Reset> to return to the standby screen.

Example of Time Zone:

GMT–11:00 Midway Island
GMT–10:00 Hawaii
GMT–09:00 Alaska
GMT–08:00 Pacific Time (US & Canada)
GMT–07:00 Mountain Time (US & Canada)
GMT–06:00 Central Time (US & Canada)
GMT–05:00 Eastern Time (US & Canada)
GMT–04:00 Atlantic Time (Canada)
GMT–03:30 Newfoundland
GMT (Greenwich Mean Time): Dublin, Edinburgh, Lisbon, London
GMT+01:00 Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
GMT+01:00 Brussels, Copenhargen, Madrid, Paris
GMT+08:00 Taipei, Beijing, HongKong
GMT+09:00 Tokyo, Osaka, Seoul
GMT+10:00 Guam

Clearing the server data

IMPORTANT

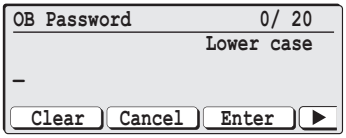
Clear the data specified in the network settings, such as the IP address. All data specified in OfficeBridge will be also cleared by this operation.

1 Press <Menu>, <7>, <2>, <7>, [Enter].

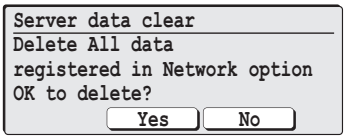
NOTE

If an administrator is set in "User Registration" on the OfficeBridge "Admin Tools" screen, the "OB Password" screen appears.

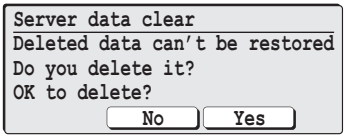
Enter the password using the numeric keys and press [Enter].



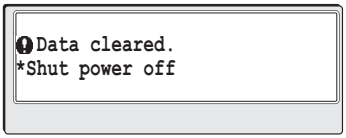
2 When a screen appears asking if you want to delete, press [Yes].



3 When the deletion confirmation screen appears again, press [Yes].



When the deletion is completed, the following screen appears.



4 Shut down (refer to page 1-37) and turn off the power.

The server data is cleared by this operation.

Printing the system settings list

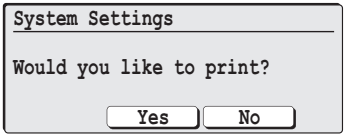
You can print the system settings list.
* The network settings list is included in the system settings list.

1 Press <Menu>, select “List” using the cursor keys and press [Enter].
Or open the one-touch key panel and press <List>.

2 Select “Settings” using the cursor keys and press [Enter].

3 Select “System Settings” using the cursor keys and press [Enter].

4 When a screen appears asking if you want to print, press [Yes].



NOTE

To shortcut the process, press <Menu>, <1>, <0>, <1>, <3>, [Enter], and press [Yes].

Internet Fax Settings

Setting the default e-mail fixed form

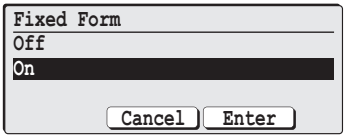
You can set the default subject and message attached to Internet Fax.

NOTE

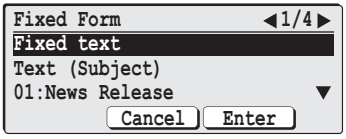
Register the e-mail fixed form in [E-mail Settings] on the OfficeBridge "Admin Tools" screen.
(Refer to "E-mail settings" in "Setting connections", Reference Manual.)

1 Press <Menu>, <5>, <0>, <2>, <7>, [Enter].

2 Select "On" and press [Enter].



3 Select the fixed form using the cursor keys and press [Enter].



Press <Reset> to return to the standby screen.

Setting the default format of an attached file

You can set the default format of a file attached to Internet Fax.

1 Press <Menu>, <5>, <0>, <2>, <5>, [Enter].

2 Select the format using the cursor keys and press [Enter].

- **[TIFF-S]**

  TIFF format for the simple mode.

  All documents are converted into A4 size, 200 dpi or less for transmission.

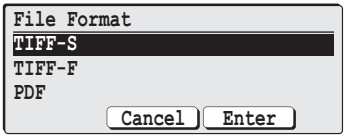
- **[TIFF-F]**

  TIFF format for the full mode.

  Documents are transmitted in the same size and resolution as scanned.

- **[PDF]**

  Transmit in PDF format.



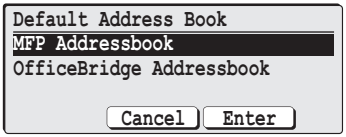
Press <Reset> to return to the standby screen.

Setting the priority display of the address book

You can select the address book type displayed first on the fax standby screen.

1 Press <Menu>, <5>, <1>, <4>, <5>, [Enter].

2 Select the address book type using the cursor keys and press [Enter].

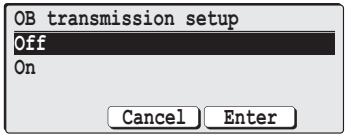


- You can select “MFP Addressbook” or “OfficeBridge Addressbook”.
- Press <Reset> to return to the standby screen.

Switching the OfficeBridge received fax forwarding ON/OFF

You can switch ON or OFF the OfficeBridge received fax forwarding function (automatically forwarding received documents to OfficeBridge) collectively.

1. Press <Menu>, <5>, <1>, <4>, <3>, [Enter].
2. Using the cursor keys, select "Off" to switch OFF the received fax forwarding function, "On" to switch it ON; then press [Enter].

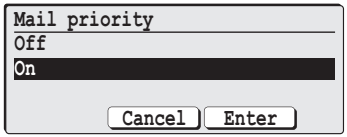


Press <Reset> to return to the standby screen.

Displaying the Mail Settings key with priority

You can display the Mail Settings key (Internet Fax standby screen) first when pressing <Fax>.

1. Press <Menu>, <5>, <1>, <4>, <7>, [Enter].
2. Select "On" using the cursor keys and press [Enter].



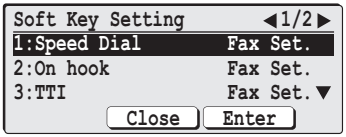
Press <Reset> to return to the standby screen.

Setting the soft keys

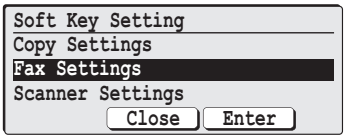
You can assign frequently-used functions in Internet Fax to the soft keys.

1 Press <Menu>, <7>, <0>, <1>, [Enter].

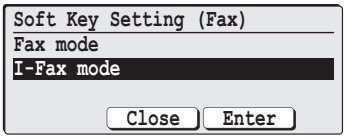
2 Select the desired soft key number using the cursor keys and press [Enter].



3 Select "Fax Settings" using the cursor keys and press [Enter].

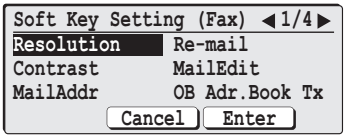


4 Select "I-Fax mode" using the cursor keys and press [Enter].



5 Select the function you want to assign using the cursor keys and press [Enter].

- To continue to set, repeat step 2 through 5.
- Press <Reset> to return to the standby screen.



Setting the touch panel keys

You can assign frequently-used functions in Internet Fax to the touch panel keys on the standby screen. You can enter all the advanced functions in the touch panel.

■ To enter/edit a touch panel key

1 Press <Menu>, <7>, <0>, <3>, [Enter].

2 Select "Fax mode" using the cursor keys and press [Enter].

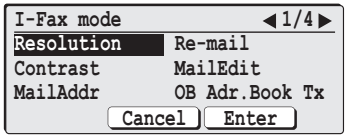
3 Select "I-Fax mode" using the cursor keys and press [Enter].

4 Select "Enter/Edit" and press [Enter].

5 Select the desired touch panel key using the cursor keys and press [Enter].

6 Select the function you want to enter using the cursor keys and press [Enter].

To continue to enter, repeat step 5 and 6.

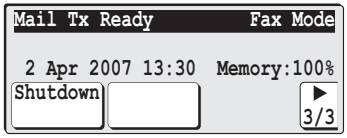


Press <Reset> to return to the standby screen.

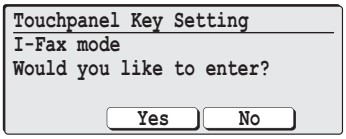
■ To enter from a blank touch panel key

To easily enter the function, press a touch panel key without an entered function on the standby screen.

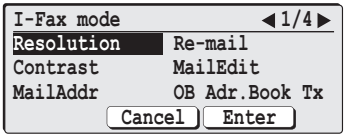
1 Press [▶], and press a blank touch panel key.



2 Press [Yes].



3 Select the function you want to enter in the touch panel key using the cursor keys and press [Enter].



4 The function is entered in the touch panel key.
When a new blank touch panel key is displayed, you can continue to enter.
Advanced functions entered in the touch panel keys will be deleted from <Menu>.

■ To delete a touch panel key

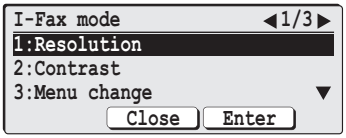
1 Press <Menu>, <7>, <0>, <3>, [Enter].

2 Select "Fax mode" using the cursor keys and press [Enter].

3 Select "I-Fax mode" using the cursor keys and press [Enter].

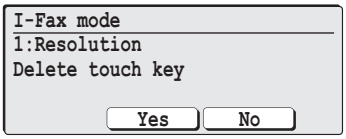
4 Select "Delete" using the cursor keys and press [Enter].

5 Select the function you want to delete using the cursor keys and press [Enter].



6 When a screen appears asking if you want to to delete, press [Yes].
The function display changes to <Not registered>.

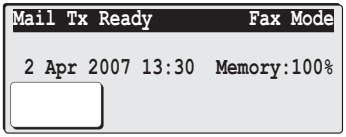
- To continue to delete, repeat step 5 and 6.



Press <Reset> to return to the standby screen.

NOTE

If you delete all the touch panel keys, only one blank touch panel key is displayed.

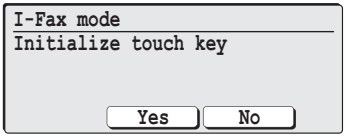


You can directly enter a function from the blank touch panel key. (page 1-23)

■ To initialize the touch panel keys

You can return the edited touch panel keys to the factory preset condition.

1. Press <Menu>, <7>, <0>, <3>, [Enter].
2. Select "Fax mode" using the cursor keys and press [Enter].
3. Select "I-Fax mode" using the cursor keys and press [Enter].
4. Select "Initialize" using the cursor keys and press [Enter].
5. When a screen appears asking if you want to initialize, press [Yes].
   When the initialization is complete, the "It was initialized" message is displayed, and the touch panel keys return to the default.



Press <Reset> to return to the standby screen.

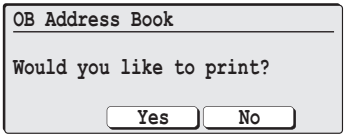
Printing the OfficeBridge address book

You can print the entered “OfficeBridge Address Book”.

1 Press <Menu>, select “List” using the cursor keys and press [Enter].
Or open the one-touch key panel and press <List>.

2 Select “OB Address Book” using the cursor keys and press [Enter].

3 When a screen appears asking if you want to print, press [Yes].



NOTE

To shortcut the process, press <Menu>, <1>, <1>, [Enter], and press [Yes].

Printing the fax settings list

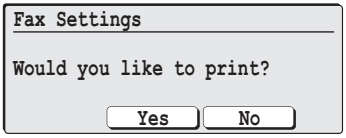
You can print the fax settings list.
* The Internet Fax settings list is included in the fax settings list.

1 Press <Menu>, select “List” using the cursor keys and press [Enter].
Or open the one-touch key panel and press <List>.

2 Select “Settings” using the cursor keys and press [Enter].

3 Select “Fax Settings” using the cursor keys and press [Enter].

4 When the screen appears, asking you to print, press [Yes].



NOTE

To shortcut the process, press <Menu>, <1>, <0>, <0>, <9>, [Enter], and press [Yes].

Network Scan Settings

Setting the defaults of document type/contrast/resolution

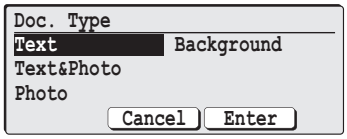
You can set the defaults of document type, contrast, and resolution for scanning.

■ To set the document type

1 Press <Menu>, <6>, <0>, <1>, <1>, [Enter].

2 Select the document type using the cursor keys and press [Enter].

- **[Text]**
  Select this option when the document contains text.
- **[Text&Photo]**
  Select this option when the document contains text and photos.
- **[Photo]**
  Select this option when the document contains photos.
- **[Background]**
  Select this option to suppress printing the base pattern or base color of a document.

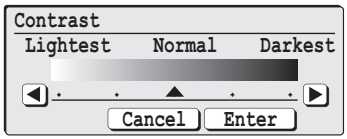


Press <Reset> to return to the standby screen.

■ To set the contrast

1 Press <Menu>, <6>, <0>, <1>, <3>, [Enter].

2 Select the contrast using [◀] [▶] or <◀> <▶> of the cursor keys and press [Enter].

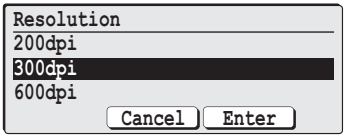


- You can select from five levels: “Lightest” - “Normal” - “Darkest”.
- Press <Reset> to return to the standby screen.

■ To set the resolution

1 Press <Menu>, <6>, <0>, <1>, <5>, [Enter].

2 Select the resolution using the cursor keys and press [Enter].



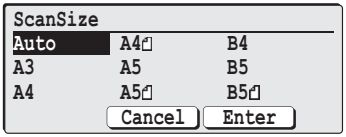
- You can select “200dpi”, “300dpi” or “600dpi”.
- Press <Reset> to return to the standby screen.

Setting the default scan size

You can set the default scan size of a document.

1 Press <Menu>, <6>, <0>, <1>, <7>, [Enter].

2 Select the scan size using the cursor keys and press [Enter].



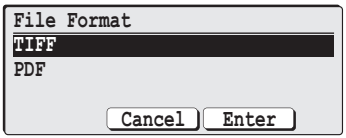
Press <Reset> to return to the standby screen.

Setting the default file format of a scanned document

You can set the default save file format of a scanned document.

1 Press <Menu>, <6>, <0>, <1>, <9>, [Enter].

2 Select the file format using the cursor keys and press [Enter].



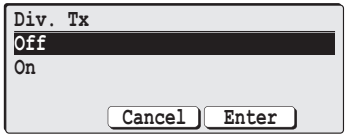
- You can select “TIFF” or “PDF”.
- Press <Reset> to return to the standby screen.

Setting the default of divide transmission

You can set whether to divide scanned multi-page documents into one page and transmit each page as the separate document (divide transmission).

1 Press <Menu>, <6>, <0>, <2>, <1>, [Enter].

2 Using the cursor keys, select "On" to perform the divide transmission, or "Off" not to perform; then press [Enter].



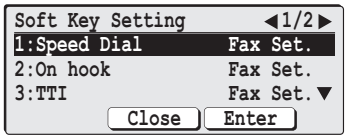
Press <Reset> to return to the standby screen.

Setting the soft keys

You can assign frequently-used functions in scanning to the eight soft keys.

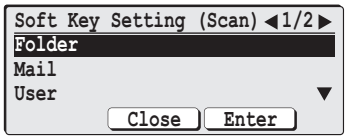
1 Press <Menu>, <7>, <0>, <1>, [Enter].

2 Select the desired soft key number using the cursor keys and press [Enter].



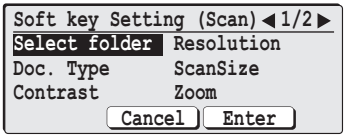
3 Select "Scanner Settings" using the cursor keys and press [Enter].

4 Select the function type you want to set in the soft key using the cursor keys and press [Enter].



5 Select the function you want to assign using the cursor keys and press [Enter].

- To continue to set, repeat step 2 through 5.
- Press <Reset> to return to the standby screen.



Setting the touch panel keys

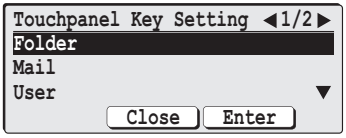
You can assign frequently-used functions in scanning to the touch panel keys on the standby screen.
You can enter all the advanced functions in the touch panel.

■ To enter/edit a touch panel key

1 Press <Menu>, <7>, <0>, <3>, [Enter].

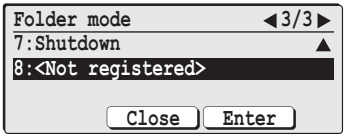
2 Select "Scan mode" using the cursor keys and press [Enter].

3 Select the function type you want to enter in the touch panel key using the cursor keys and press [Enter].

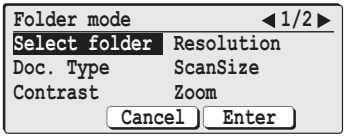


4 Select "Enter/Edit" and press [Enter].

5 Select the desired touch panel key using the cursor keys and press [Enter].



6 Select the function you want to enter using the cursor keys and press [Enter].
To continue to enter, repeat step 5 and 6.

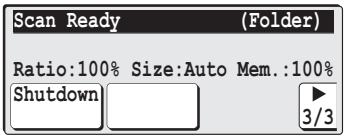


Press <Reset> to return to the standby screen.

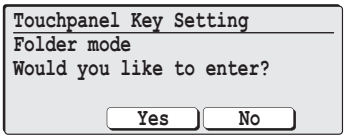
■ To enter from a blank touch panel key

To easily enter the function, press a touch panel key without an entered function on the standby screen.

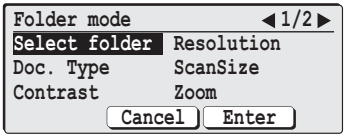
1 Press [▶], and press a blank touch panel key.



2 Press [Yes].



3 Select the function you want to enter in the touch panel key using the cursor keys and press [Enter].



4 The function is entered in the touch panel key.
When a new blank touch panel key is displayed, you can continue to enter.
Advanced functions entered in the touch panel keys will be deleted from <Menu>.

■ To delete a touch panel key

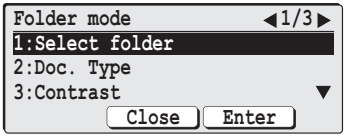
1 Press <Menu>, <7>, <0>, <3>, [Enter].

2 Select “Scan mode” using the cursor keys and press [Enter].

3 Select the function type of the touch panel key to delete using the cursor keys and press [Enter].

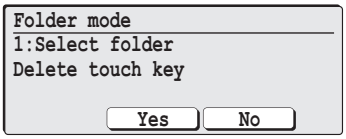
4 Select “Delete” using the cursor keys and press [Enter].

5 Select the function you want to delete using the cursor keys and press [Enter].



6 When a screen appears asking if you want to delete, press [Yes].
The function display changes to <Not registered>.

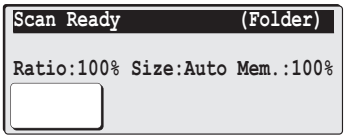
- To continue to delete, repeat step 5 and 6.



Press <Reset> to return to the standby screen.

NOTE

If you delete all the touch panel keys, only one blank touch panel key is displayed.

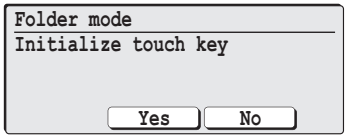


You can directly enter a function from the blank touch panel key. (page 1-31)

■ To initialize the touch panel keys

You can return the edited touch panel keys to the factory preset condition.

1. Press <Menu>, <7>, <0>, <3>, [Enter].
2. Select "Scan mode" using the cursor keys and press [Enter].
3. Select the function type of the touch panel key to initialize using the cursor keys and press [Enter].
4. Select "Initialize" using the cursor keys and press [Enter].
5. When a screen appears asking if you want to initialize, press [Yes]. When the initialization is complete, the "It was initialized" message is displayed, and the touch panel keys return to the default.



Press <Reset> to return to the standby screen.

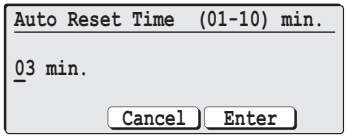
Setting the auto reset time

You can set the time period after which the scan screen automatically returns to the standby screen.
After scanning operation, if you operate nothing within the time period specified here, the set items are reset and the screen returns to the standby screen.
When you set "Reset After Scan" to OFF, the display is reset after the time period set in the auto reset time.

1. Press <Menu>, <7>, <0>, <5>, [Enter].
2. Select "Scanner mode" using the cursor keys and press [Enter].

■ To set the reset time

3. Check that "Auto Reset Time" is selected and press [Enter].
4. Set the time period using the numeric keys or cursor keys and press [Enter].

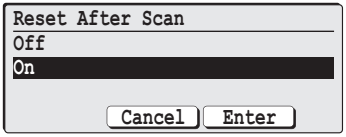


- The setting range is from 1 to 10 minutes.
- Press <Reset> to return to the standby screen.

■ To reset the screen when scanning is complete

3 Select “Reset After Scan” using the cursor keys and press [Enter].

4 Select “On” using the cursor keys and press [Enter].



Press <Reset> to return to the standby screen.

Setting the key touch tone

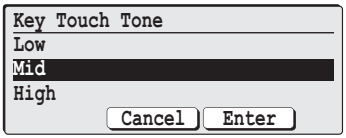
You can set the key touch tone during scan operation.

1 Press <Menu>, <7>, <0>, <7>, [Enter].

2 Select “Key Touch Tone” using the cursor keys and press [Enter].

3 Select “Scanner” using the cursor keys and press [Enter].

4 Select the tone using the cursor keys and press [Enter].



- You can select “Low”, “Mid” or “High”.
- Press <Reset> to return to the standby screen.

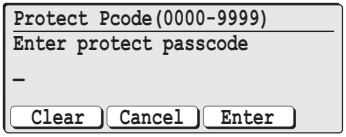
Setting the scan prohibition

To prohibit scanning, set this option.
If you set this option and press <Scan>, the “Scan Mode” message appears and scanning is not allowed.

1 Press <Menu>, <7>, <1>, <7>, [Enter].

NOTE

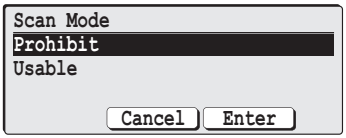
If set the protect function is set in “Protect Settings”, the following screen appears. In this case, enter the protect passcode and press [Enter].



If no protect passcode is registered in the MFP, the “No protect passcode” message appears, and you cannot set the scan prohibition.
Refer to your machine's User's Guide and register the protect passcode.

2 Select “Scan Mode” using the cursor keys and press [Enter].

3 Select “Prohibit” using the cursor keys and press [Enter].



Press <Reset> to return to the standby screen.

Printing the scanner settings list

You can print the scanner settings list.

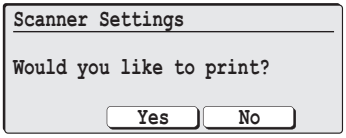
- If the display is not in the fax mode, press <Fax> to switch to the fax mode. Note that you do not need to switch to the fax mode for the shortcut operation.

1 Press <Menu>, select “List” using the cursor keys and press [Enter].
Or open the one-touch key panel and press <List>.

2 Select “Settings” using the cursor keys and press [Enter].

3 Select “Scanner Settings” using the cursor keys and press [Enter].

4 When a screen appears asking if you want to print, press [Yes].



NOTE

To shortcut the process, press <Menu>, <1>, <0>, <1>, <1>, [Enter], and press [Yes].

Printing the folder shortcut list

You can print the folder shortcut list.

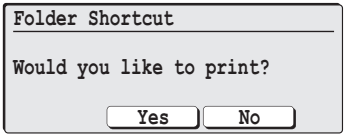
- If the display is not in the fax mode, press <Fax> to switch to the fax mode. Note that you do not need to switch to the fax mode for the shortcut operation.

1 Press <Menu>, select "List" using the cursor keys and press [Enter].
Or open the one-touch key panel and press <List>.

2 Select "Other Lists" using the cursor keys and press [Enter].

3 Select "Folder Shortcut" using the cursor keys and press [Enter].

4 When a screen appears asking if you want to print, press [Yes].



NOTE

- To shortcut the process, press <Menu>, <1>, <0>, <3>, <3>, [Enter], and press [Yes].
- If no folder shortcut is registered, the "Not Registered" message appears.

Shutdown

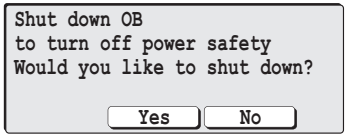
Shutting down

Be sure to shut down before turning off the power of the MFP.
In addition, be sure to shut down in the following cases:

- After you set/change “IP Address” in the network settings
- After you change the language setting
- After you clear the server data

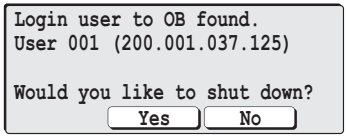
1 Press <Menu>, <0>, [Enter].

2 When the confirmation screen appears, press [Yes].



NOTE

If an OfficeBridge login user is found at the moment, the following screen appears. If you shut down, all users will be disconnected from OfficeBridge.



3 Turn off the power.

Configuring from the Web Browser

You can configure the OfficeBridge settings or register your address book from the web browser. The e-mail server settings or e-mail-related settings can be set only from the browser.

NOTE

- Internet Explorer 5.0.1 or later, or Netscape Navigator 7.0 or later is required for the browser.
- To configure from the browser, you need to set the IP address for the MFP.

Logging in OfficeBridge

1 Start up the browser.

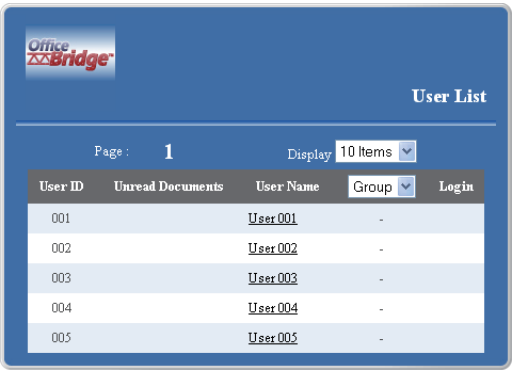
2 Enter the MFP IP address in the address field and press <Enter> on the keyboard.
(Ex. http://192.168.1.10/)

NOTE

If you do not know the MFP IP address, check as follows:

1 Press <Menu>, <7>, <2>, <3>, [Enter].
2 Select "IP Address" and press [Enter].
3 Check "IP Address" displayed on the screen.

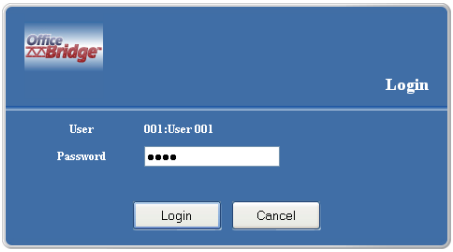
3 The "User List" window appears. Click the user name to log in.



NOTE

If only one OfficeBridge user is registered, this window does not appear.

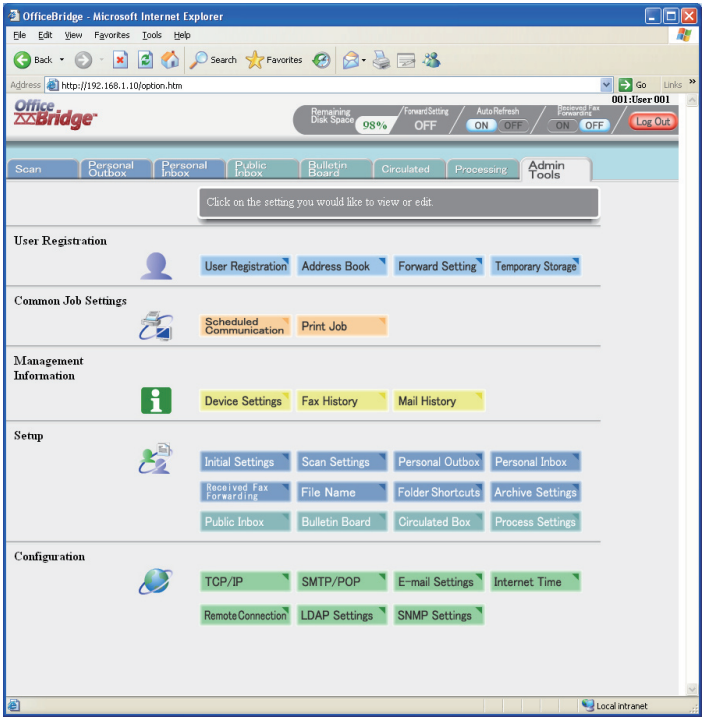
4 Enter the login password and click [Login].



NOTE

If no login password is set, this window does not appear.

5 Click the "Admin Tools" tab to display the optional window.



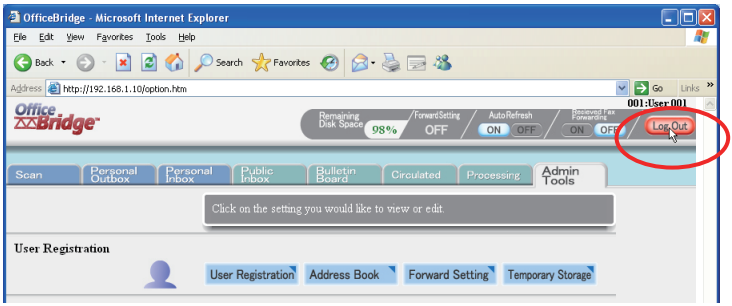
6 Click the desired item and configure.

NOTE

For more details on how to configure, refer to "Reference Manual".

Logging out OfficeBridge

1 Click [Log Out] at the top right of the window.



NOTE

To log out OfficeBridge, be sure to click [Log Out]. You may not log out properly only by closing the browser.

Chapter 2

MFP Operations

This chapter describes the specific operations for Internet Fax and Network Scan.

Internet Fax 2-2

Basic transmission 2-2
Transmitting to the last address 2-21
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Selecting the file format 2-23
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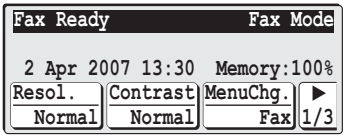
Internet Fax

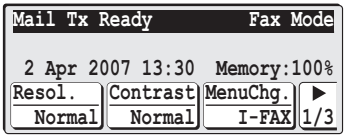
Basic transmission

This section explains about the basic transmission using Internet Fax.

- When you press <Fax>, the standby screen display differs depending on whether the mail function priority display (refer to page 1-21) is “ON” or “OFF”. This manual explains the operation when the mail function priority display is “ON”.



When the mail function priority display is “OFF”



When the mail function priority display is “ON”

When the mail function priority display is “OFF”, and you press [MenuChg.] in the fax standby screen, the same screen as when it is “ON” is displayed.

- If the display is not in the fax mode, press <Fax> to switch to the fax mode.

■ To enter an e-mail address and transmit

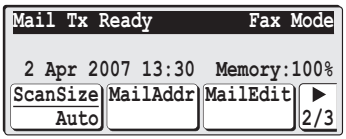
Enter an e-mail address directly and transmit.

1 Load the document.

Set the resolution, contrast and scan size as necessary. For setting, refer to your machine's User's Guide.

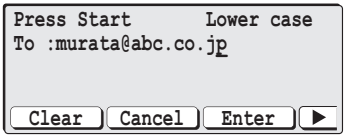
2 Enter the e-mail address.

(1) Press [▶], [MailAddr].



(2) Enter the e-mail address using the numeric keys and press [Enter].

To set more than one address, repeat steps (1) and (2).

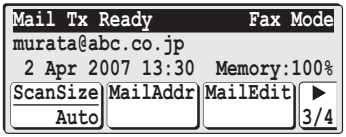


- Up to 50 alphanumeric characters can be entered.
- Press <#> to switch the character entry mode.

- Every time you press [To/Cc/Bcc], you can switch the address type.
- Press [Clear] to clear the entered characters one by one.
- Press [Cancel] to cancel the entry, and the display returns to the fax standby screen.

3 Enter the subject and body.

(1) Press [▶], [MailEdit].

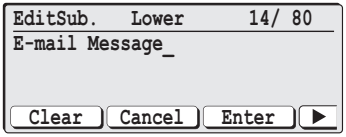


(2) Check that "Subject" is selected and press [▶], [Enter].

NOTE

You can change the default e-mail fixed form. (page 1-19)

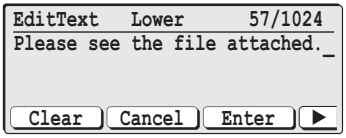
(3) Enter the subject and press [Enter].



- Up to 80 characters can be entered.
- For details about entering characters, refer to your machine's User's Guide.

(4) Select "Body" using the cursor keys and press [Enter].

(5) Enter the body and press [Enter].

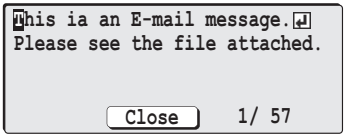


- Up to 1,024 characters can be entered.
- For details about entering characters, refer to your machine's User's Guide.

NOTE

To display all contents of the entered subject or body, press [Content].

All contents will be displayed.



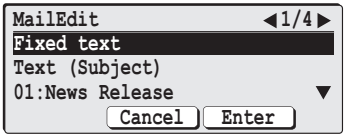
- Press the cursor keys to move the cursor.
- Press [Close] to return to the “MailEdit” screen.

NOTE

You can use the “fixed form” to enter the subject and body.
Register the fixed form in OfficeBridge in advance.
(Refer to “E-mail settings” in “Setting connections”, Reference Manual.)

(1) Press [Template] on the “MailEdit” screen.

(2) Select the registered fixed form using the cursor keys and press [Enter].



If you select “Fixed text”, the following contents are set.

Subject: E-mail Message

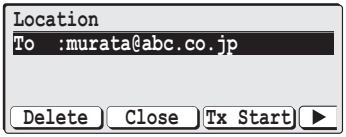
Body : This is an e-mail message.
Please see the file attached.

(6) Press [▶], [Close].

4 Check the address.

(1) Press [Location].

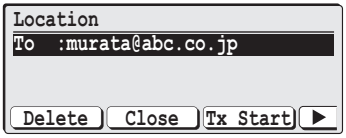
(2) Check the address.



- To change the address type, select the address to change using the cursor keys, and press [To/Cc/Bcc].
- To delete the entered address, select the address using the cursor keys, and press [Delete]. When the "OK to delete?" message appears, press [Yes].

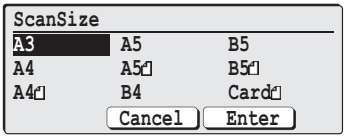
5 Press [Tx Start] or <Start>.

The "Scanning" message appears, and the document is scanned.

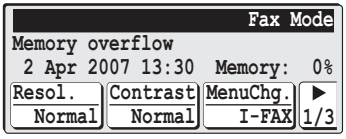


NOTE

- If the document is not a standard size, the "ScanSize" screen appears.
  Specify the document size and press [Enter].



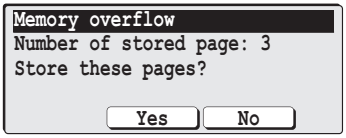
- If the memory overflows while scanning the document for the I-Fax transmission, the following message appears. Wait until the memory is available and scan again.



For multi-page documents, if the memory overflows while scanning the second page or later, the following message appears.

Press [Yes] to enable scanning of the stored documents.

Press [No] to disable, and the stored documents will be cleared.

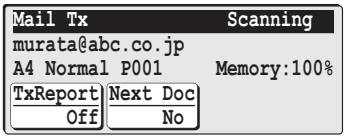


* The “Data size exceeds limit” message may be displayed. Take a countermeasure such as adjusting the document type or contrast, or dividing the documents to scan in several times.

6 Select whether to scan the next document.

<Not to scan the next document>

Press [Next Doc] while scanning the document, and set it to “No”.



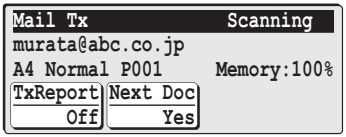
The document is scanned and transmitted to the specified address.

NOTE

When the document is loaded on the ADF, the [Next Doc] option is set to “No” in advance.

<To scan the next document>

(1) Press [Next Doc] while scanning the document, and set it to “Yes”.



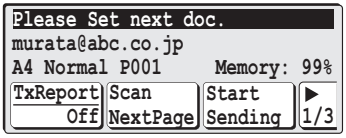
NOTE

When the document is not loaded on the ADF, the [Next Doc] option is set to “Yes” in advance.

(2) When the “Please Set next doc.” message appears, load the next document and press [Scan NextPage].

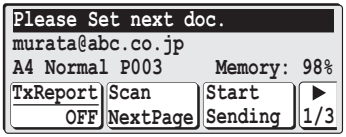
To transmit as a new document, press [▶], [New Doc.].

The document which has been scanned will be transmitted.



The next document is scanned.

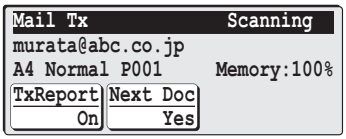
(3) To finish scanning and transmit, press [Start Sending].



The document is scanned and transmitted to the specified address.

NOTE

To attach the transmission report to the document, press [TxReport] and set "On".



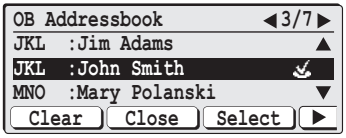
■ To select the address from the OfficeBridge address book and transmit

NOTE

You need to register address information in the OfficeBridge address book in advance.
(Refer to "Creating an OB address book" in "Creating an address book", Reference Manual.)

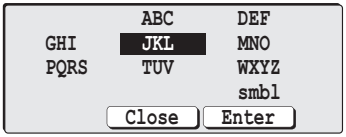
1 Load the document.
Set the resolution, contrast and scan size as necessary. For setting, refer to your machine's User's Guide.

2 Select the destination address pressing the cursor key <▼>, and press [Select].
To set more than one address, repeat this operation.



NOTE

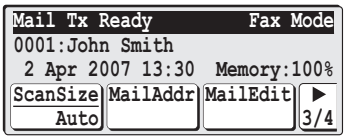
Press [Index] to display the index screen.
Select the alphabet group containing the initial of the address, and press [Enter].
The addresses with the selected initials appear.



3 Press [Close].

4 Enter the subject and body.

(1) Press [▶], [MailEdit].

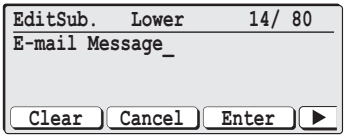


(2) Check that "Subject" is selected and press [▶], [Enter].

NOTE

You can change the default e-mail fixed form. (page 1-19)

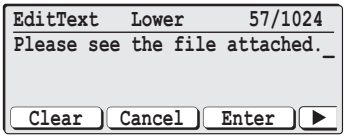
(3) Enter the subject and press [Enter].



- Up to 80 characters can be entered.
- For details about entering characters, refer to your machine's User's Guide.

(4) Select "Body" using the cursor keys and press [Enter].

(5) Enter the body and press [Enter].

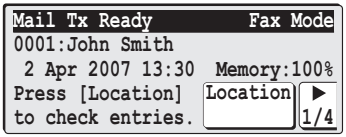


- Up to 1,024 characters can be entered.
- For details about entering characters, refer to your machine's User's Guide.

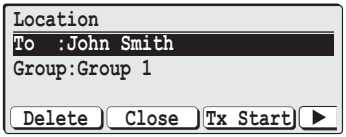
(6) Press [Close].

5 Check the address.

(1) Press [Location].



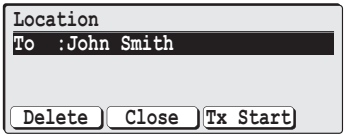
(2) Check the address.



- To change the address type, select the address to change using the cursor keys, and press [To/Cc/Bcc].
- If a group is set in the address, "Group" is displayed. In this case, the document is transmitted to the addresses set in the group address book in OfficeBridge.
- To delete the set address, select the address using the cursor keys, and press [Delete]. When the "OK to delete?" message appears, press [Yes].

6 Press [Tx Start] or <Start>.

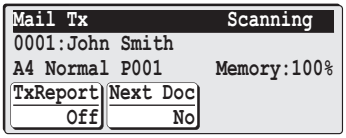
The "Scanning" message appears, and the document is scanned.



7 Select whether to scan the next document.

<Not to scan the next document>

Press [Next Doc] while scanning the document, and set it to "No".



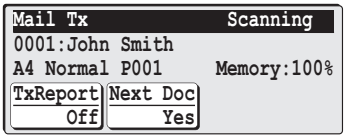
The document is scanned and transmitted to the specified address.

NOTE

When the document is loaded on the ADF, the [Next Doc] option is set to "No" in advance.

<To scan the next document>

(1) Press [Next Doc] while scanning the document, and set it to "Yes".



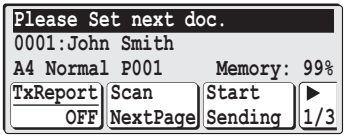
NOTE

When the document is not loaded on the ADF, the [Next Doc] option is set to "Yes" in advance.

(2) When the "Please Set next doc." message appears, load the next document and press [Scan NextPage].

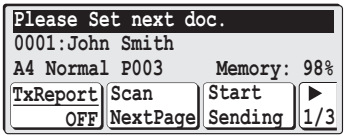
To transmit as a new document, press [▶], [New Doc.].

The document which has been scanned will be transmitted.



The next document is scanned.

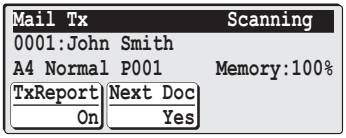
(3) To finish scanning and transmit, press [Start Sending].



The document is scanned and transmitted to the specified address.

NOTE

To attach the transmission report to the document, press [TxReport] and set "On".



■ To use the OfficeBridge speed dial and transmit

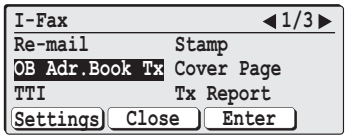
When you know a speed dial number in the OfficeBridge address book in advance, you can directly specify the number to set the address and transmit.

1 Load the document.

Set the resolution, contrast and scan size as necessary. For setting, refer to your machine's User's Guide.

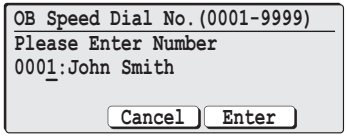
2 Press <Menu>.

3 Select "OB Adr.Book Tx" using the cursor keys and press [Enter].



4 Set the speed dial number using the numeric keys or cursor keys and press [Enter].

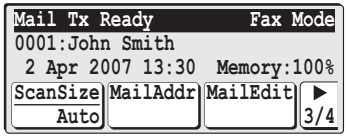
To set more than one address, repeat steps 3 and 4.



5 Press [Close].

6 Enter the subject and body.

(1) Press [▶], [MailEdit].

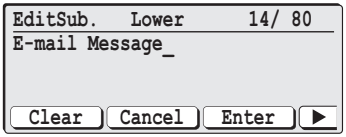


(2) Check that "Subject" is selected and press [▶], [Enter].

NOTE

You can change the default e-mail fixed form. (page 1-19)

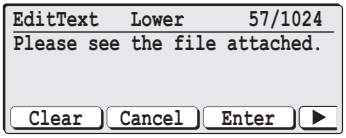
(3) Enter the subject and press [Enter].



- Up to 80 characters can be entered.
- For details about entering characters, refer to your machine's User's Guide.

(4) Select “Body” using the cursor keys and press [Enter].

(5) Enter the body and press [Enter].

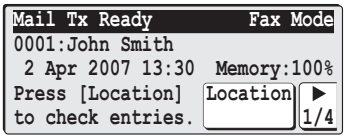


- Up to 1,024 characters can be entered.
- For details about entering characters, refer to your machine's User's Guide.

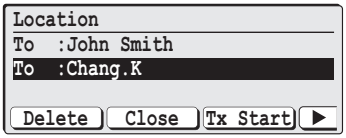
(6) Press [Close].

7 Check the address.

(1) Press [Location].



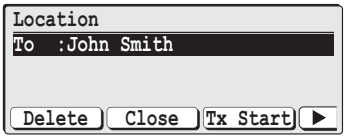
(2) Check the address.



- To change the address type, select the address to change using the cursor keys, and press [To/Cc/Bcc].
- To delete the set address, select the address using the cursor keys, and press [Delete]. When the “OK to delete?” message appears, press [Yes].

8 Press [Tx Start] or <Start>.

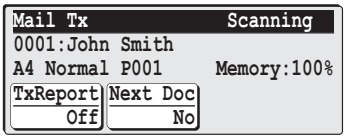
The "Scanning" message appears, and the document is scanned.



9 Select whether to scan the next document.

<Not to scan the next document>

Press [Next Doc] while scanning the document, and set it to "No".



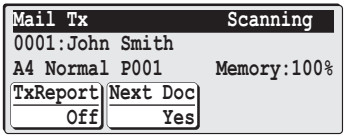
The document is scanned and transmitted to the specified address.

NOTE

When the document is loaded on the ADF, the [Next Doc] option is set to "No" in advance.

<To scan the next document>

(1) Press [Next Doc] while scanning the document, and set it to "Yes".



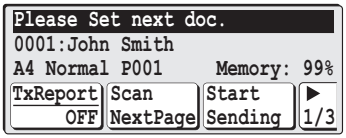
NOTE

When the document is not loaded on the ADF, the [Next Doc] option is set to "Yes" in advance.

(2) When the “Please Set next doc.” message appears, load the next document and press [Scan NextPage].

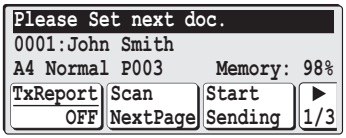
To transmit as a new document, press [▶], [New Doc.].

The document which has been scanned will be transmitted.



The next document is scanned.

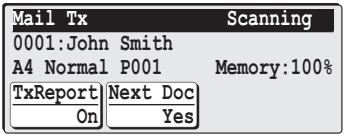
(3) To finish scanning and transmit, press [Start Sending].



The document is scanned and transmitted to the specified address.

NOTE

To attach the transmission report to the document, press [TxReport] and set “On”.



■ To search for the address by the LDAP search function and transmit

You can search for information registered in the OfficeBridge address book or the LDAP server to specify the address, and transmit.

NOTE

To use this function, you need to configure the LDAP server setting. (Refer to “Setting LDAP” (page 1-10) in this manual or “LDAP settings” in “Setting connections”, Reference Manual.)

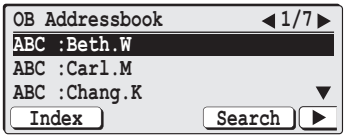
1 Press <Fax> to switch to the fax mode.

2 Load the document.

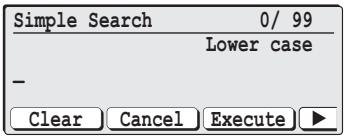
Set the resolution, contrast and scan size as necessary. For setting, refer to your machine's User's Guide.

3 Press the cursor key <▼>.

4 Press [▶], [Search].



5 Enter the text you want to search for.



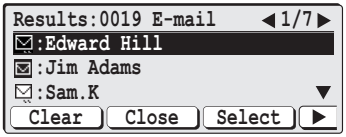
- Up to 99 characters can be entered.
- For details about entering characters, refer to your machine's User's Guide.
- Press <#> to switch the character entry mode.

NOTE

- For the advanced search, refer to “Advanced search” (page 2-18).
- You can register the search results from the LDAP server in the OfficeBridge address book. (Refer to “To register the LDAP search results in the OfficeBridge address book”, page 2-20)

6 Press [Execute].

The search results appear.



NOTE

- Press [▶] and [View] to switch the display: the e-mail address only, the fax number only or all.
- The displayed icons mean as follows:

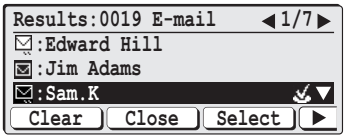
: E-mail address registered in the LDAP server. You can register it in the OfficeBridge address book.

: E-mail address registered in the OfficeBridge address book.

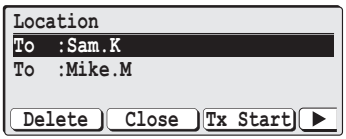
: Fax number registered in the LDAP server. You can register it in the OfficeBridge address book.

: Fax number registered in the OfficeBridge address book.

7 Select the destination address using the cursor keys and press [Select]. You can select more than one address. To release the selection, select the address you want to release, and press [Clear].



8 When you finish selecting the address, press [▶], [Enter].



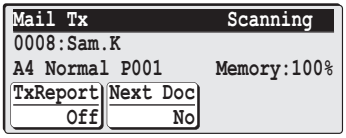
- To search for other addresses and add, press [Close], [▶], [NewSerch]. Repeat the operation from step 5.
- To change the address type, select the address to change using the cursor keys, and press [▶], [To/Cc/Bcc].

9 Press [Tx Start] or <Start>.

10 Select whether to scan the next document.

<Not to scan the next document>

Press [Next Doc] while scanning the document, and set it to "No".



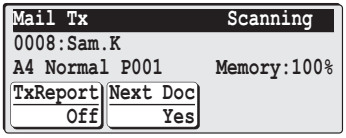
The document is scanned and transmitted to the specified address.

NOTE

When the document is loaded on the ADF, the [Next Doc] option is set to "No" in advance.

<To scan the next document>

(1) Press [Next Doc] while scanning the document, and set it to "Yes".



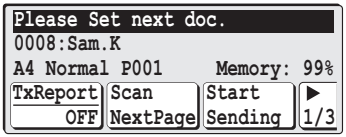
NOTE

When the document is not loaded on the ADF, the [Next Doc] option is set to "Yes" in advance.

(2) When the "Please Set next doc." message appears, load the next document and press [Scan NextPage].

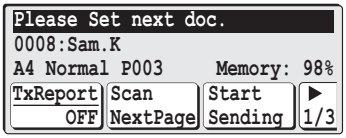
To transmit as a new document, press [▶], [New Doc.].

The document which has been scanned will be transmitted.



The next document is scanned.

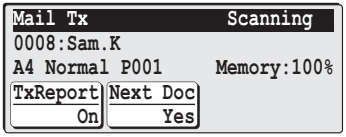
(3) To finish scanning and transmit, press [Start Sending].



The document is scanned and transmitted to the specified address.

NOTE

To attach the transmission report to the document, press [TxReport] and set "On".



■ Advanced search

You can also specify the search criteria for “Name”, “Fax”, “E-mail” and “Org.” and search in more detail.

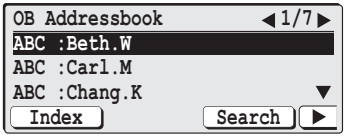
NOTE

In the advanced search, only information registered in the LDAP server is searched. The OfficeBridge address book is not searched.

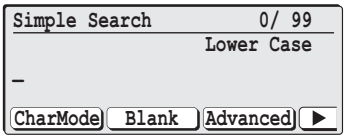
1 Press <Fax> to switch to the fax mode.

2 Press the cursor key <▼>.

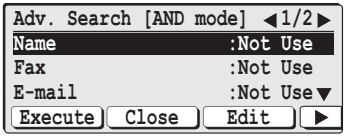
3 Press [▶], [Search].

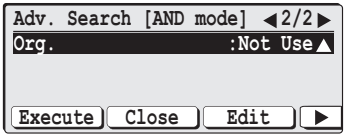


4 Press [▶], [Advanced].



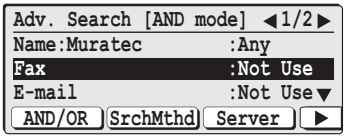
5 Enter the text to search for.

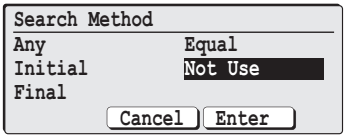




Item	Description
Name	Enter a name or a part of a name to be searched for.
Fax	Enter a fax number or a part of a fax number to be searched for.
E-mail	Enter an e-mail address or a part of an e-mail address to be searched for. If you entered the text in the “Name” field, you can press [▶], [Copy Name] to paste the name.
Org.	Enter in this field to narrow which organization the searched information by “Name”, “Fax”, or “E-mail” belongs to.
[AND/OR]	Press [▶], [And/Or] to switch over. And : Searches for information that meets all criteria entered above. Or : Searches for information that meets any of criteria entered above.
[Server]	Press to change the LDAP server.

6 Specify the search criteria. Press [▶], [SrchMthd].

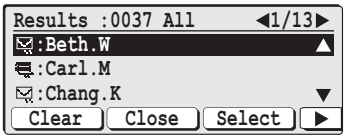




Item	Description
Any	Searches for destinations including the specified text.
Equal	Searches for destinations which exactly match the specified text.
Initial	Search for destinations which start with the specified text.
Final	Search for destinations which end with the specified text.
Not Use	The entered text will not be used for searching.

7 Press [Execute].

The search results appear.



NOTE

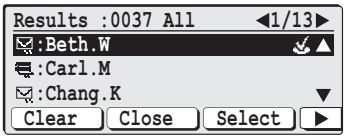
- Press [▶] and [View] to switch the display: the e-mail address only, the fax number only or all.
- The displayed icons mean as follows:

  : E-mail address registered in the LDAP server. You can register it in the OfficeBridge address book.

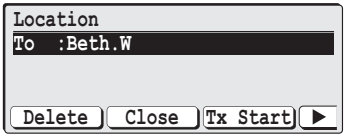
  : Fax number registered in the LDAP server. You can register it in the OfficeBridge address book.

8 Select the destination address using the cursor keys and press [Select].

You can select more than one address. To release the selection, select the address you want to release, and press [Clear].



9 When you finish selecting the address, press [▶], [Enter].



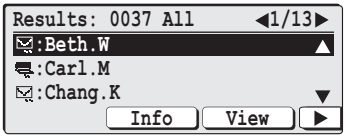
- To search for other addresses and add, press [Close], [▶], [NewSerch]. Repeat the operation from step 5.
- To change the address type, select the address to change using the cursor keys, and press [▶], [To/Cc/Bcc].

10 Press [Tx Start] or <Start>.

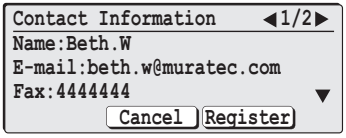
■ To register the LDAP search results in the OfficeBridge address book

1 Run the LDAP search.

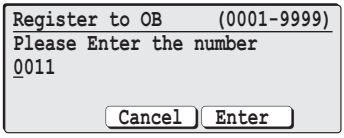
2 The search results shown with ✉ or ✉ can be registered in OfficeBridge address book.
Press [▶], [Info].



3 Press [Register].



4 Enter the address book number using the numeric keys and press [Enter].



The search results are registered in the OfficeBridge address book.

Transmitting to the last address

You can set the last address you transmitted to and transmit again.

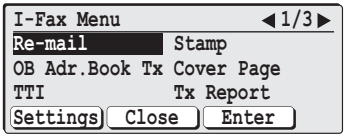
- If the display is not in the fax mode, press <Fax> to switch to the fax mode.

1 Load the document.

Set the resolution, contrast and scan size as necessary. For setting, refer to your machine's User's Guide.

2 Press <Menu>.

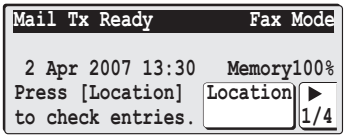
3 Select “Re-mail” and press [Enter].



4 Enter the e-mail subject and body as necessary.

For details about entering characters, refer to page 2-3.

5 Press [Location] and check the address.



6 Press [Tx Start] or <Start>.

Scanning the document starts, and the document will be transmitted to the last address again.

Using the mail history

You can set the address using the transmission history and transmit.

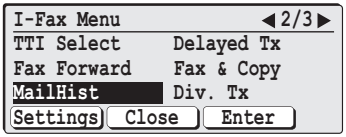
- If the display is not in the fax mode, press <Fax> to switch to the fax mode.

1 Load the document.

Set the document type, contrast and scan size as necessary. For setting, refer to your machine's User's Guide.

2 Press <Menu>.

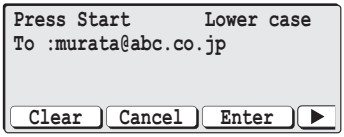
3 Select “MailHist” using the cursor keys and press [Enter].



4 Select the address to transmit to using the cursor keys and press [Enter].

5 To change the e-mail address, re-enter the e-mail address and press [Enter].

Not to change it, just press [Enter].



6 Press [Close].

7 Enter the e-mail subject and body as necessary.

For details about entering characters, refer to page 2-3.

8 Press [Location] and check the address.

9 Press [Tx Start] or <Start>.
Scanning the document starts, and the document will be transmitted to the specified address.

Selecting the file format

You can select the file format of an image attached to an e-mail and transmit.

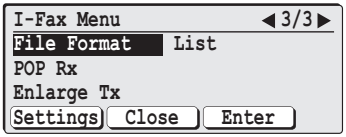
- If the display is not in the fax mode, press <Fax> to switch to the fax mode.

1 Load the document.
Set the document type, contrast and scan size as necessary. For setting, refer to your machine's User's Guide.

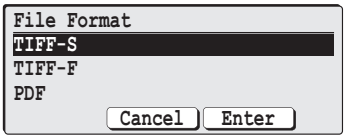
2 Set the address.
For setting, refer to the pages corresponding to the transmission method in "Basic transmission".

3 Press <Menu>.

4 Select "File Format" using the cursor keys and press [Enter].



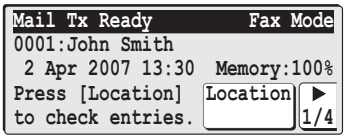
5 Select the file format using the cursor keys and press [Enter].



6 Press [Close].

7 Enter the e-mail subject and body as necessary.
For details about entering characters, refer to page 2-3.

8 Press [Location] and check the address.



9 Press [Tx Start] or <Start>.
Scanning the document starts, and the document will be transmitted to the specified address.

Transmitting large volume of documents by page (Divide transmission)

You can divide scanned multi-page documents into one page and transmit each page as the individual e-mail.

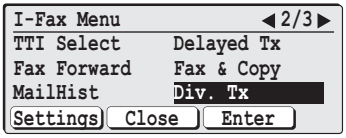
- If the display is not in the fax mode, press <Fax> to switch to the fax mode.

1 Load the document.
Set the document type, contrast and scan size as necessary. For setting, refer to your machine's User's Guide.

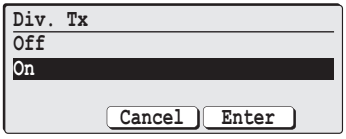
2 Set the address.
For setting, refer to the pages corresponding to the transmission method in "Basic transmission".

3 Press <Menu>.

4 Select "Div. Tx" using the cursor keys and press [Enter].



5 Select "On" using the cursor keys and press [Enter].



6 Press [Close].

7 Enter the e-mail subject and body as necessary.

For details about entering characters, refer to page 2-3.

8 Press [Location] and check the address.

9 Press [Tx Start] or <Start>.

Scanning the document starts, and the documents will be divided and transmitted to the specified address.

POP reception

The following shows two methods for receiving Internet Fax using POP.

(1) At specified time intervals

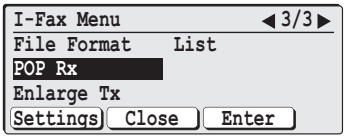
(2) At user's will (Real-time)

If you receive only a few documents each day, or you want to check the reception immediately, use the real-time method. This manual describes the real-time method only.

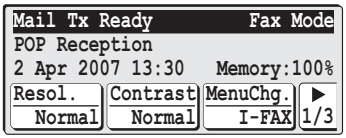
- If the display is not in the fax mode, press <Fax> to switch to the fax mode.

1 Press <Menu>.

2 Select "POP Rx" using the cursor keys and press [Enter].



The "POP Reception" message appears.



Network Scan

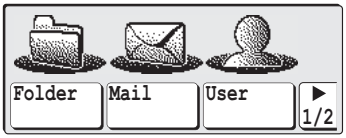
Storing scanned documents in a shared folder

You can scan a document and store it in a shared folder on the network.

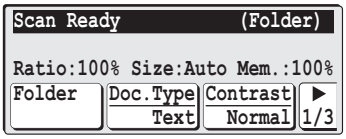
- To use the Scan to folder function, you need to set a shared folder on your PC. For setting, refer to “Folder shared setting” (page 4-19).
- Register the folder shortcut in [Folder Shortcuts] on the OfficeBridge “Admin Tools” screen.
  (Refer to “Registering folder shortcuts” in “Setting functions”, Reference Manual.)
- If the display is not in the scan mode, press <Scan> to switch to the scan mode.

1 Load the document.

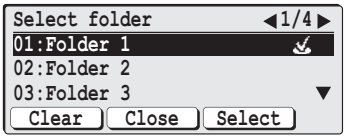
2 Press [Folder].



3 Press [Folder].



4 Select the shared folder where you want to store the document using the cursor keys, and press [Select].
To set more than one shared folder, repeat this operation.

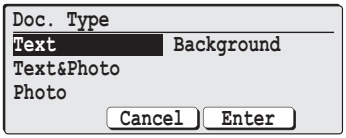


5 Press [Close].

6 Set the document type of the scanned document.

(1) Press [▶], [Doc. Type].

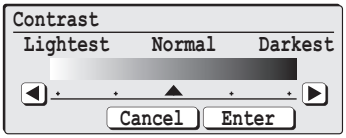
(2) Select the document type using the cursor keys and press [Enter].



7 Set the contrast of the scanned document.

(1) Press [Contrast].

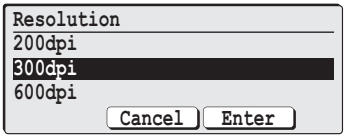
(2) Select the contrast using [◀] [▶] or <◀> <▶> of the cursor keys and press [Enter].



8 Set the resolution of the scanned document.

(1) Press [▶], [Resolution].

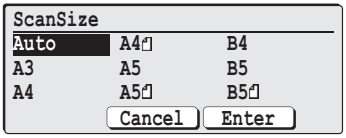
(2) Select the resolution using the cursor keys and press [Enter].



9 Set the scan size of the scanned document.

(1) Press [ScanSize].

(2) Select the scan size using the cursor keys and press [Enter].

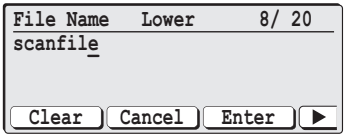


10 Set the file name of the scanned document.

(1) Press <Menu>.

(2) Select “File Name” using the cursor keys and press [Enter].

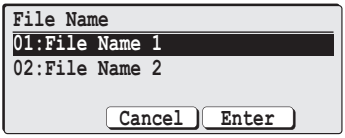
(3) Enter the file name using the numeric keys and press [Enter].



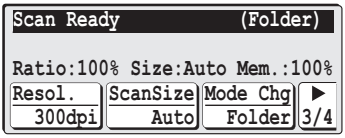
Up to 20 characters can be entered.

NOTE

- If the file name is registered in "File Name" settings of OfficeBridge, you can press [FileName] to select the file name from the registered contents. (Refer to "Setting scan functions" in "Setting functions", Reference Manual.)

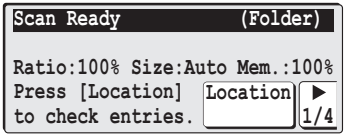


- You can transmit the scanned document by e-mail when you store it in the shared folder.
  Press [Mode Chg] to switch to the "Mail" mode and set the e-mail address. For setting the e-mail address, refer to step 3, "Transmitting the scanned document by e-mail" (page 2-31).

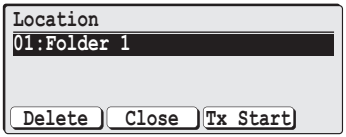


11 Check the location folder.

(1) Press [Location].



(2) Check the location folder.

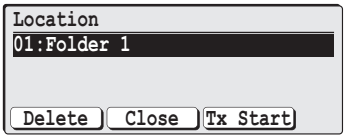


To delete the set location, select the location using the cursor keys, and press [Delete].

When the "OK to delete?" message appears, press [Yes].

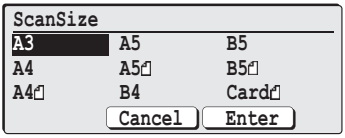
12 Press [Tx Start] or <Start>.

The "Scanning" message appears, and the document is scanned.

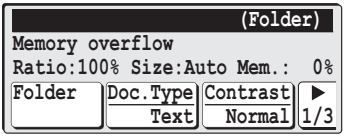


NOTE

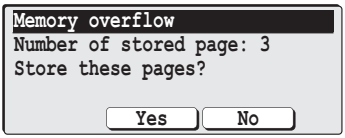
- If the document is not a standard size, the "ScanSize" screen appears. Specify the document size and press [Enter].



- If the memory overflows while scanning the document, the following message appears.
  Wait until the memory is available and scan again.



  For multi-page documents, if the memory overflows while scanning the second page or later, the following message appears.
  Press [Yes] to enable scanning of the stored documents.
  Press [No] to disable, and the stored documents will be cleared.

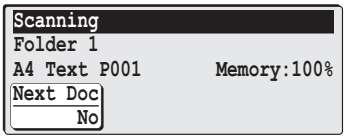


  * The "Data size exceeds limit" message may be displayed. Take a countermeasure such as adjusting the document type or contrast, or dividing the documents to scan in several times.

13 Select whether to scan the next document.

<Not to scan the next document>

Press [Next Doc] while scanning the document, and set it to "No".



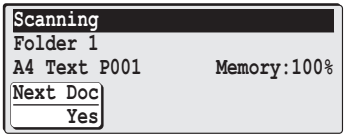
The document is scanned and transferred to the specified location.

NOTE

When the document is loaded on the ADF, the [Next Doc] option is set to "No" in advance.

<To scan the next document>

(1) Press [Next Doc] while scanning the document, and set it to "Yes".

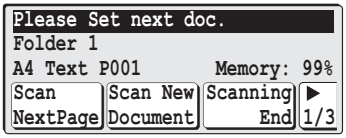


NOTE

When the document is not loaded on the ADF, the [Next Doc] option is set to "Yes" in advance.

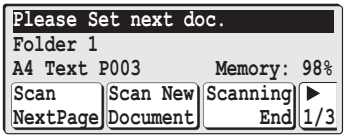
(2) When the "Please Set next doc." message appears, load the next document and press [Scan NextPage].

To scan as a new document, press [Scan New Document].



The "Scanning" message appears, and the next document is scanned.

(3) To finish scanning and transfer, press [Scanning End].



The document is scanned and transferred to the specified location.

NOTE

- When the “Transferring” message is displayed, you cannot scan the next document.
- When the divide transmission is set to “ON”, [New Doc.] is not displayed.

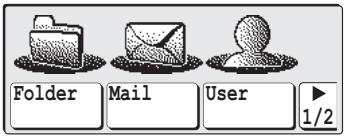
Transmitting the scanned document by e-mail

You can scan the document and directly transmit it by e-mail.

- If the display is not in the scan mode, press <Scan> to switch to the scan mode.

1 Load the document.

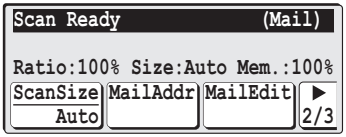
2 Press [Mail].



3 Set the e-mail address you transmit the scanned document to.

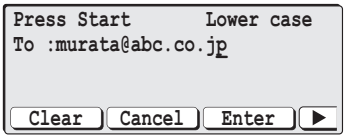
<To enter the e-mail address>

(1) Press [▶], [MailAddr].



(2) Enter the e-mail address using the character keys and press [Enter].

To set more than one address, repeat steps (1) and (2).

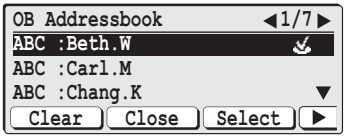


- Up to 50 alphanumeric characters can be entered.
- Press [CharMode] to switch the character entry mode.
  Select the entry mode using the cursor keys and press [Enter].
- Every time you press [To/Cc/Bcc], you can switch the address type.
- Press [Clear] to clear the entered characters one by one.
- Press [Cancel] to cancel the entry, and the display returns to the scan standby screen (mail).

<To select from the address book>

(1) Select the destination address pressing the cursor key <▼>, and press [Select].

To set more than one address, repeat this operation.



(2) Press [Close].

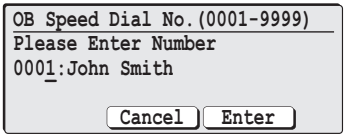
<To use the OfficeBridge speed dial>

(1) Press <Menu>.

(2) Select “OB Adr.Book Tx” using the cursor keys and press [Enter].

(3) Set the speed dial number using the numeric keys or cursor keys and press [Enter].

To set more than one address, repeat steps (1) through (3).

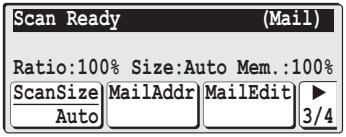


<To use the LDAP search function>

Refer to “To search for the address by the LDAP search function and transmit” (page 2-14).

4 Enter the subject and body.

(1) Press [▶], [MailEdit].

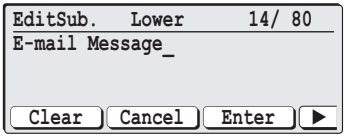


(2) Check that “Subject” is selected and press [▶], [Enter].

NOTE

You can change the default e-mail fixed form. (page 1-19)

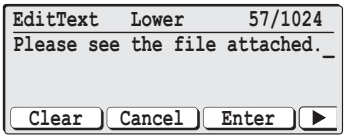
(3) Enter the subject and press [Enter].



- Up to 80 characters can be entered.
- For details about entering characters, refer to your machine's User's Guide.

(4) Select "Body" using the cursor keys and press [Enter].

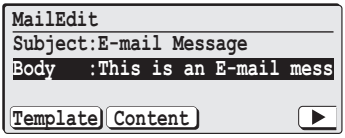
(5) Enter the body and press [Enter].



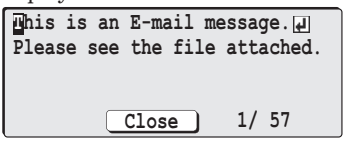
- Up to 1,024 characters can be entered.
- For details about entering characters, refer to your machine's User's Guide.

NOTE

- To display all contents of the entered subject or body, press [Content].



All contents will be displayed.



- Press the cursor keys to move the cursor.
- Press [Close] to return to the "MailEdit" screen.

- You can use the "fixed form" to enter the subject and body.
  Register the fixed form in OfficeBridge in advance.
  (Refer to "E-mail settings" in "Setting connections", Reference Manual.)

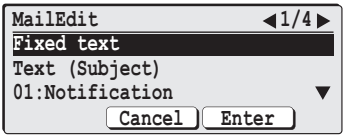
  (1) Press [Template] on the "MailEdit" screen.

(2) Select the registered fixed form using the cursor keys and press [Enter].

If you select “Fixed text”, the following contents are set.

Subject: E-mail Message

Body : This is an E-mail message.
Please see the file attached.

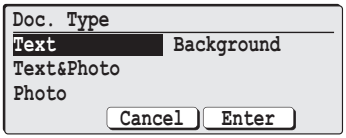


(6) Press [▶], [Close].

5 Set the document type of the scanned document.

(1) Press [▶], [Doc. Type].

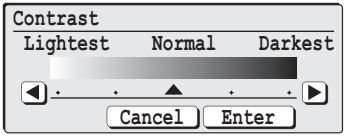
(2) Select the document type using the cursor keys and press [Enter].



6 Set the contrast of the scanned document.

(1) Press [Contrast].

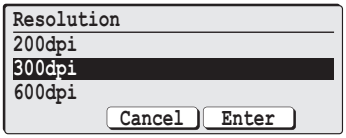
(2) Select the contrast using [◀] [▶] or <◀> <▶> of the cursor keys and press [Enter].



7 Set the resolution of the scanned document.

(1) Press [Resolution].

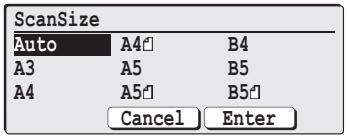
(2) Select the resolution using the cursor keys and press [Enter].



8 Set the scan size of the scanned document.

(1) Press [▶], [ScanSize].

(2) Select the scan size using the cursor keys and press [Enter].

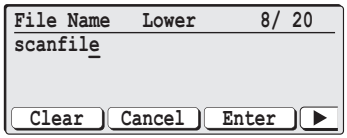


9 Set the file name of the scanned document.

(1) Press <Menu>.

(2) Select "File Name" using the cursor keys and press [Enter].

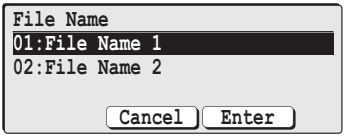
(3) Enter the file name using the numeric keys and press [Enter].



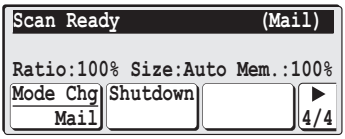
Up to 20 characters can be entered.

NOTE

- If the file name is registered in [File Name Settings] of OfficeBridge, you can press [FileName] to select the file name from the registered contents.
  (Refer to "Setting scan functions" in "Setting functions", Reference Manual.)



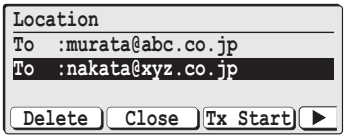
- You can store the scanned document in the shared folder when you transmit it by e-mail.
  Press [Mode Chg] to switch to the "Folder" mode and set the destination shared folder.



10 Check the address.

(1) Press [Location].

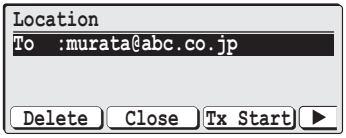
(2) Check the address.



- To change the address type, select the address to change using the cursor keys, and press [To/Cc/Bcc].
- To delete the entered address, select the address using the cursor keys, and press [Delete]. When the "OK to delete?" message appears, press [Yes].

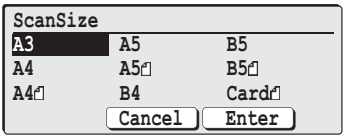
11 Press [Tx Start] or <Start>.

The "Scanning" message appears, and the document is scanned.

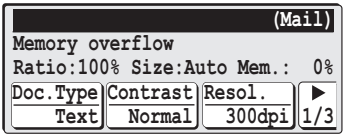


NOTE

- If the document is not a standard size, the "Scan Size" screen appears. Specify the document size and press [Enter].



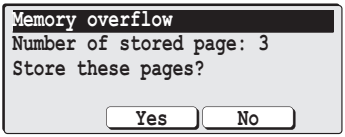
- If the memory overflows while scanning the document, the following message appears.
  Wait until the memory is available and scan again.



For multi-page documents, if the memory overflows while scanning the second page or later, the following message appears.

Press [Yes] to enable scanning of the stored documents.

Press [No] to disable, and the stored documents will be cleared.

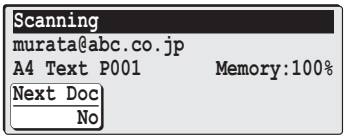


* The “Data size exceeds limit” message may be displayed. Take a countermeasure such as adjusting the document type or contrast, or dividing the documents to scan in several times.

12 Select whether to scan the next document.

<Not to scan the next document>

Press [Next Doc] while scanning the document, and set it to “No”.



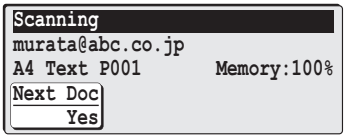
The document is scanned and transmitted to the specified address.

NOTE

When the document is loaded on the ADF, the [Next Doc] option is set to “No” in advance.

<To scan the next document>

(1) Press [Next Doc] while scanning the document, and set it to “Yes”.

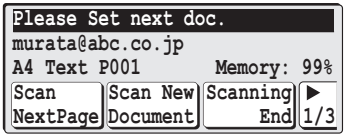


NOTE

When the document is not loaded on the ADF, the [Next Doc] option is set to “Yes” in advance.

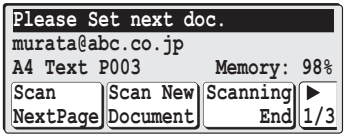
(2) When the “Please Set next doc.” message appears, load the next document and press [Scan NextPage].

To scan as a new document, press [Scan New Document].



The “Scanning” message appears, and the next document is scanned.

(3) To finish scanning and transmit, press [Scanning End].



The document is scanned and transmitted to the specified address.

NOTE

- When the “Transferring” message is displayed, you cannot scan the next document.
- If the divide transmission is set to “On”, [Scan New Document] is not displayed.

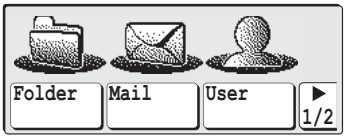
Transferring the scanned document to the registered user

You can scan the document and transfer it to the “Scan” document list of the registered user of OfficeBridge.

- If the display is not in the scan mode, press <Scan> to switch to the scan mode.

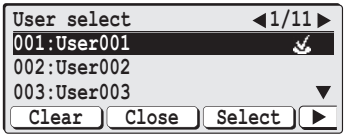
1 Load the document.

2 Press [User].



3 Select the registered user you want to transfer the document to using the cursor keys, and press [Select].

To set more than one user, repeat this operation.



To select the user group, press [Group] and select the desired group using the cursor keys.

4 Press [Close].

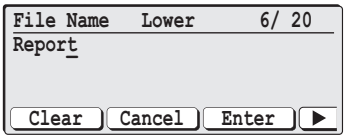
5 Set the document type, contrast, resolution and scan size of the scanned document as necessary.

6 Set the file name of the scanned document.

(1) Press <Menu>.

(2) Select "File Name" using the cursor keys and press [Enter].

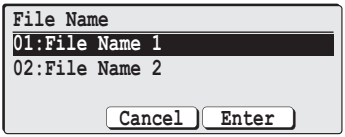
(3) Enter the file name using the numeric keys and press [Enter].



Up to 20 characters can be entered.

NOTE

If the file name is registered in "File Name" settings of OfficeBridge, you can press [FileName] to select the document category from the registered contents.
(Refer to "Setting scan functions" in "Setting functions", Reference Manual.)

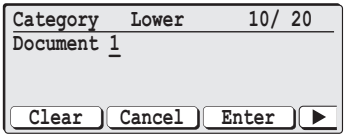


7 Set the document category.

(1) Press <Menu>.

(2) Select "Category" using the cursor keys and press [Enter].

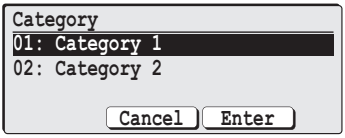
(3) Enter the category using the numeric keys and press [Enter].



Up to 20 characters can be entered.

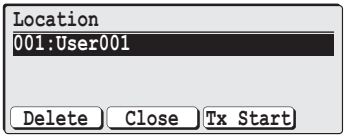
NOTE

If the file name is registered in "File Name" settings of OfficeBridge, you can press [Category] to select the file name from the registered contents.
(Refer to "Setting scan functions" in "Setting functions", Reference Manual.)



8 Press [Location] and check the address.

9 Press [Tx Start] or <Start>.



Scanning the document starts, and the document will be transferred to the specified user.

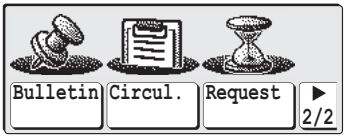
Posting the scanned document in the bulletin board

You can transfer the scanned document to the "Bulletin Board" document list of OfficeBridge and post it.

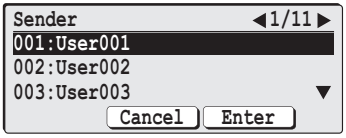
- If the display is not in the scan mode, press <Scan> to switch to the scan mode.

1 Load the document.

2 Press [▶], [Bulletin].



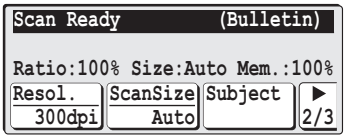
3 Select the sender using the cursor keys and press [Enter].



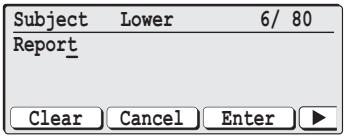
4 Set the document type, contrast, resolution and scan size of the scanned document as necessary.

5 Set the subject.

(1) Press [▶], [Subject].



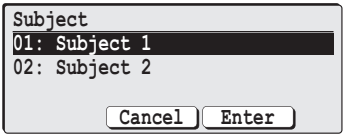
(2) Enter the subject using the numeric keys and press [Enter].



Up to 80 characters can be entered.

NOTE

If the file name is registered in "File Name" settings of OfficeBridge, you can press [Subject] to select the subject from the registered contents.
(Refer to "Setting scan functions" in "Setting functions", Reference Manual.)

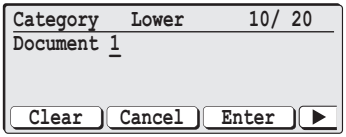


6 Set the document category.

(1) Press <Menu>.

(2) Select "Category" using the cursor keys and press [Enter].

(3) Enter the category using the numeric keys and press [Enter].



Up to 20 characters can be entered.

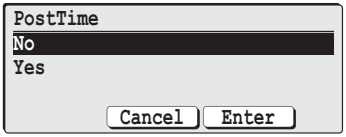
7 Set the posting period.

(1) Press <Menu>.

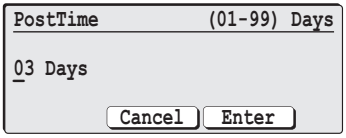
(2) Select "PostTime" using the cursor keys and press [Enter].

(3) Not to set the posting period (post indefinitely), select "No" and press [Enter].

To set the posting period, select "Yes" and press [Enter].



(4) If you select "Yes", set the posting period using the numeric keys or cursor keys, and press [Enter].



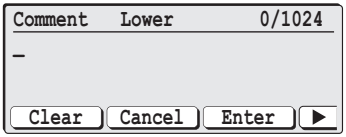
The setting range is from 1 to 99 days.

8 Set the comments.

(1) Press <Menu>.

(2) Select "Comment" using the cursor keys and press [Enter].

(3) Enter the comments and press [Enter].



Up to 1,024 characters can be entered.

9 Press <Start>.
Scanning the document starts, and the document will be transferred to the "Bulletin Board" document list of OfficeBridge.

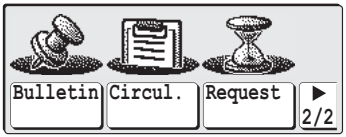
Circulating the scanned document

You can transfer the scanned document to the "Circulated" document list of OfficeBridge and circulate it.

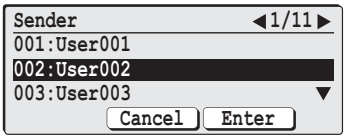
- If the display is not in the scan mode, press <Scan> to switch to the scan mode.

1 Load the document.

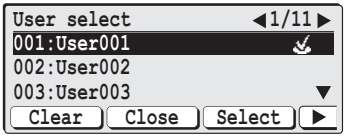
2 Press [▶], [Circul.].



3 Select the sender (originator) using the cursor keys and press [Enter].



4 Select the receiver using the cursor keys and press [Enter].
To set more than one receiver, repeat this operation.



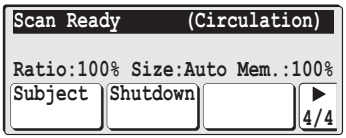
To select the user group, press [Group] and select the desired group using the cursor keys.

5 Press [Close].

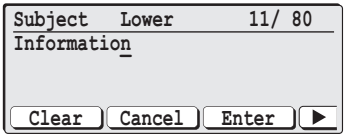
6 Set the document type, contrast, resolution and scan size of the scanned document as necessary.

7 Set the subject.

(1) Press [▶], [Subject].



(2) Enter the subject using the numeric keys and press [Enter].



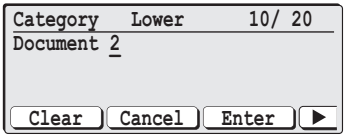
Up to 80 characters can be entered.

8 Set the document category.

(1) Press <Menu>.

(2) Select “Category” using the cursor keys and press [Enter].

(3) Enter the category using the numeric keys and press [Enter].



Up to 20 characters can be entered.

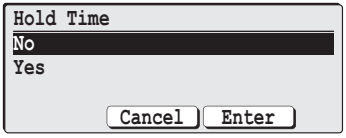
9 Set the hold time.

(1) Press <Menu>.

(2) Select “Hold Time” using the cursor keys and press [Enter].

(3) Not to set the hold time (hold indefinitely), select “No” and press [Enter].

To set the hold time, select “Yes” and press [Enter].



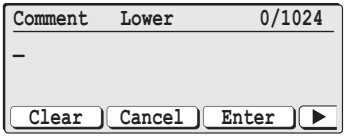
10 Set the comments.

(1) Press <Menu>.

(2) Select "Comment" using the cursor keys and press [Enter].

(3) Enter the comments and press [Enter].

Up to 1,024 characters can be entered.



11 Press [Location] and check the address.

12 Press [Tx Start] or <Start>.

Scanning the document starts, and the document will be transferred to the "Circulated" document list of OfficeBridge.

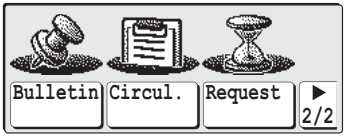
Requesting processing of the scanned document

You can transfer the scanned document to the "Processing" document list of OfficeBridge and post it.

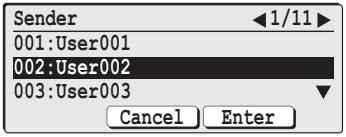
- If the display is not in the scan mode, press <Scan> to switch to the scan mode.

1 Load the document.

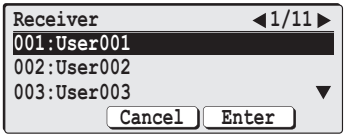
2 Press [▶], [Request].



3 Select the original requesting person using the cursor keys and press [Enter].



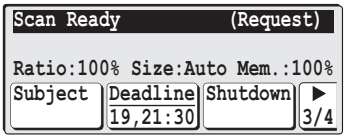
4 Select the requested recipient using the cursor keys and press [Enter].



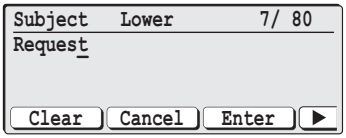
5 Set the document type, contrast, resolution and scan size of the scanned document as necessary.

6 Set the subject.

(1) Press [▶], [Subject].



(2) Enter the subject using the numeric keys and press [Enter].



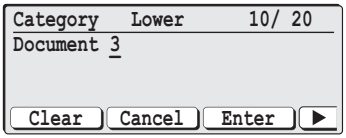
Up to 80 characters can be entered.

7 Set the document category.

(1) Press <Menu>.

(2) Select “Category” using the cursor keys and press [Enter].

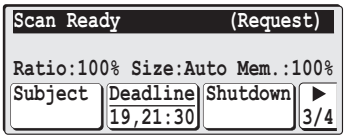
(3) Enter the category using the numeric keys and press [Enter].



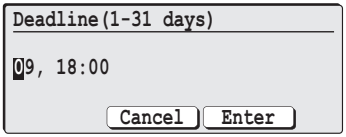
Up to 20 characters can be entered.

8 Set the deadline.

(1) Press [▶], [Deadline].



(2) Set the deadline using the numeric keys or cursor keys and press [Enter].



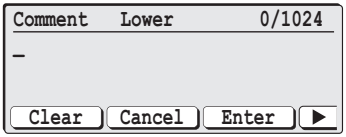
The setting range is from 1 to 31 days, and 00:00 to 23:59.

9 Set the comments.

(1) Press <Menu>.

(2) Select "Deadline" using the cursor keys and press [Enter].

(3) Enter the comments and press [Enter].



Up to 1,024 characters can be entered.

10 Press <Start>.

Scanning the document starts, and the document will be transferred to the "Processing" document list of OfficeBridge.

Zooming in/out the document

You can zoom in/out the document in the desired ratio and scan.

- If the display is not in the scan mode, press <Scan> to switch to the scan mode.

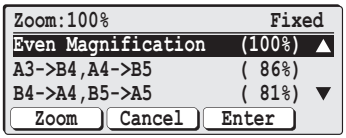
1 Load the document.

2 Select an operation.

3 Press <Menu>.

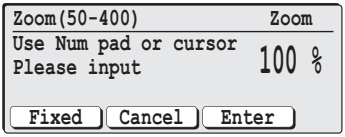
4 Select "Zoom" using the cursor keys and press [Enter].

5 Select the enlarging or reducing ratio using the cursor keys and press [Enter].



NOTE

Press [Zoom] to select a zoom ratio.
Set the zoom ratio using the numeric keys or cursor keys and press [Enter].
Press [Fixed] to return to the original screen.



6 After your desired operations, the document is scanned and transferred.

Scanning large volume of documents by page (Divide transmission)

You can divide multi-page documents into one page and scan each page as the individual document to transmit/transfer.

- If the display is not in the scan mode, press <Scan> to switch to the scan mode.

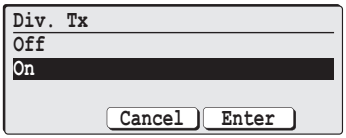
1 Load the document.

2 Select an operation.

3 Press <Menu>.

4 Select “Div. Tx” using the cursor keys and press [Enter].

5 Select “On” using the cursor keys and press [Enter].



6 After your desired operations, the document is scanned and transferred.

Selecting the file format

You can select the file format of the scanned document.

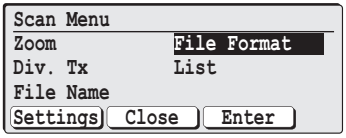
- You cannot set this function in the following operations.
  - Transfer the scanned document to the registered user
  - Post the scanned document in the bulletin board
  - Circulate the scanned document
  - Request processing of the scanned document
- If the display is not in the scan mode, press <Scan> to switch to the scan mode.

1 Load the document.

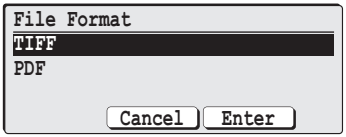
2 Select an operation.

3 Press <Menu>.

4 Select "File Format" using the cursor keys and press [Enter].



5 Select the file format of the scanned document using the cursor keys and press [Enter].



You can select "TIFF" or "PDF".

6 After your desired operations, the document is scanned and transferred.

Chapter 3

Using the Reference Manual

This chapter describes how to use “OfficeBridge Reference Manual”.
This is an electronic manual that provides detailed information on how to use OfficeBridge.

Configuration of the reference manual 3-2
Starting the reference manual 3-2
Using the reference manual 3-3
Using the search function 3-9

Configuration of the reference manual

- **Functions**
  This explains what you should know before using OfficeBridge.

- **Settings**
  This gives detailed information on how to set up OfficeBridge. The administrator should read this section.

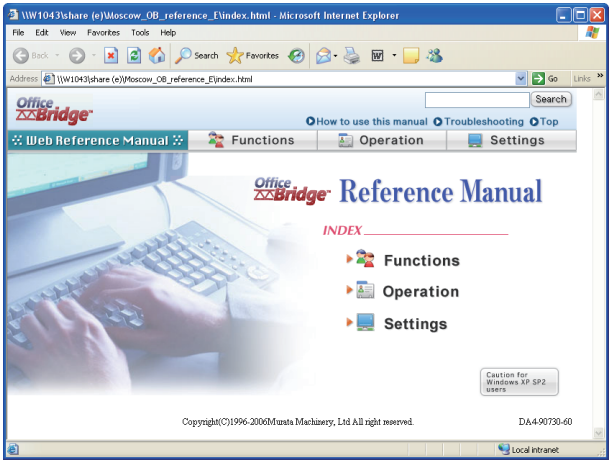
- **Operation**
  This gives detailed information on how to operate OfficeBridge, focusing on its functions.

Starting the reference manual

1. Click the [Start] button, and then select “All Programs(P)”.

2. Select “OfficeBridge”, and then click “Reference Manual” from the displayed menu.

3. The browser software starts up, displaying “OfficeBridge Reference Manual”.



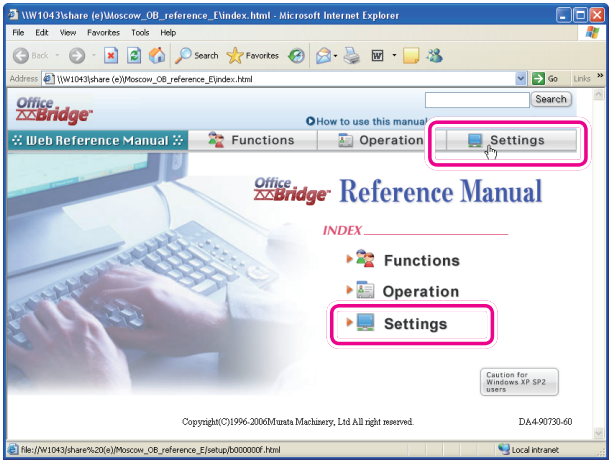
Using the reference manual

The following example shows how to display the contents of “User registration” from “Settings”.
There are two ways to display the contents: from links in the body text or from the index.

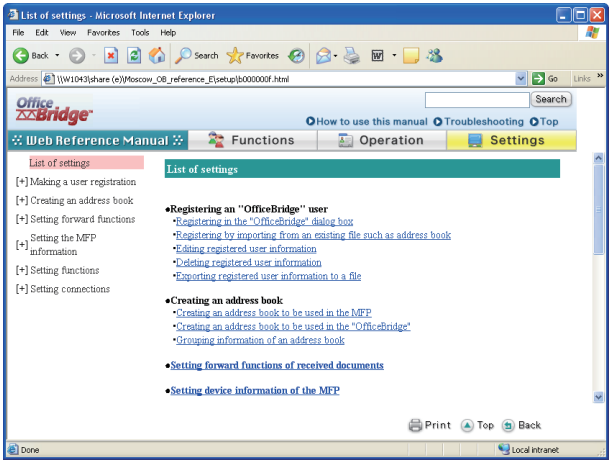
■ To display the contents from links in the body text

The window contains blue underlined items, as well as the descriptive text. These underlined items have their linked pages. Clicking one of them jumps you to the page containing more detailed information.

1 Click “Settings” on the top page.



The top window of “Settings” appears.


List of settings - Microsoft Internet Explorer
Web Reference Manual
Functions
Operation
Settings
How to use this manual
Troubleshooting
Top
List of settings
[+] Making a user registration
[+] Creating an address book
[+] Setting forward functions
[+] Setting the MFP information
[+] Setting functions
[+] Setting connections
List of settings
•Registering an "OfficeBridge" user
•Registering in the "OfficeBridge" dialog box
•Registering by importing from an existing file such as address book
•Editing registered user information
•Deleting registered user information
•Exporting registered user information to a file
•Creating an address book
•Creating an address book to be used in the MFP
•Creating an address book to be used in the "OfficeBridge"
•Grouping information of an address book
•Setting forward functions of received documents
•Setting device information of the MFP
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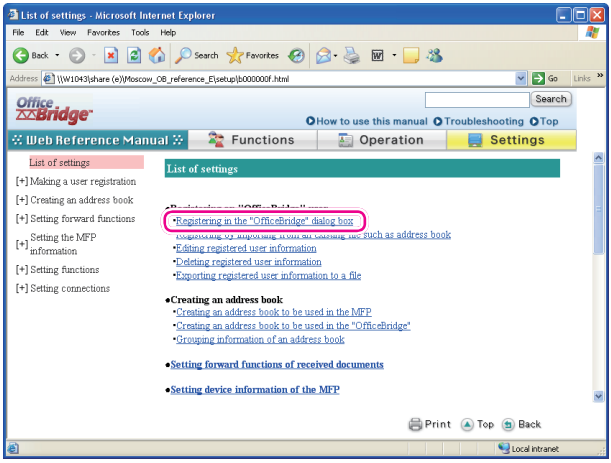
The index of “Settings” is displayed on the left side. The contents are displayed on the right side.

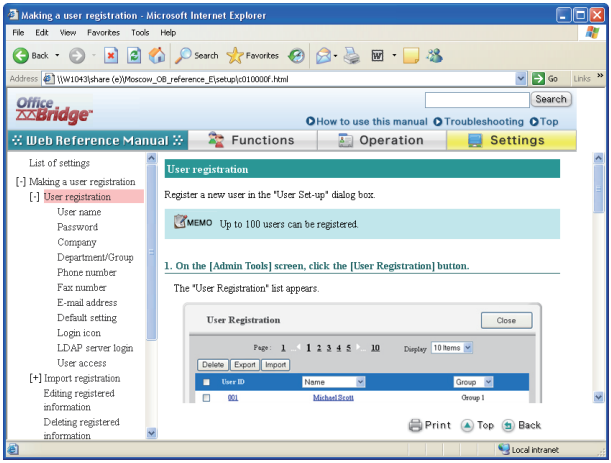
NOTE

The pink-highlighted item in the index indicates that the contents are displayed on the right side.

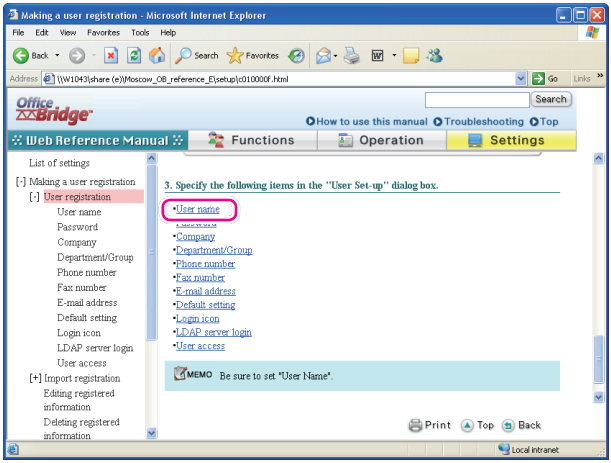
2 Click “Registering in the “OfficeBridge” dialog box” in the index.


List of settings - Microsoft Internet Explorer
Web Reference Manual
Functions
Operation
Settings
List of settings
[+] Making a user registration
[+] Creating an address book
[+] Setting forward functions
[+] Setting the MFP information
[+] Setting functions
[+] Setting connections
•Registering in the "OfficeBridge" dialog box
•Editing registered user information
•Deleting registered user information
•Exporting registered user information to a file
•Creating an address book to be used in the MFP
•Creating an address book to be used in the "OfficeBridge"
•Grouping information of an address book
•Setting forward functions of received documents
•Setting device information of the MFP
Print
Top
Back

The contents of “User registration” appear.

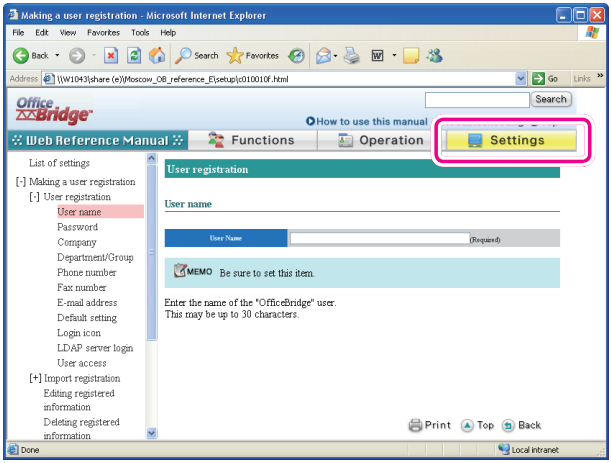


3 Scroll down the window and click “User name”.



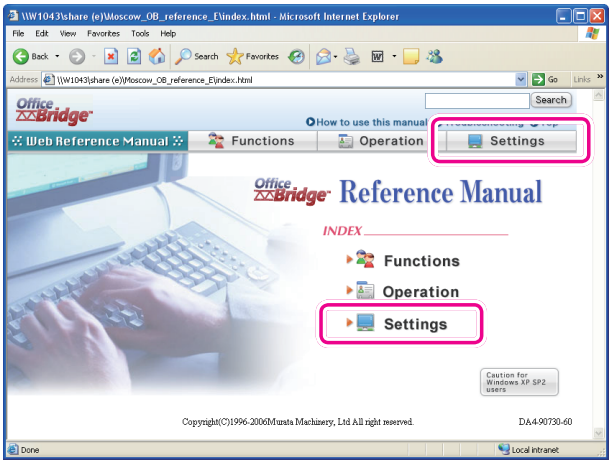
The contents of “Use name” appear.

4 To return to the top of “Settings”, click [Settings].

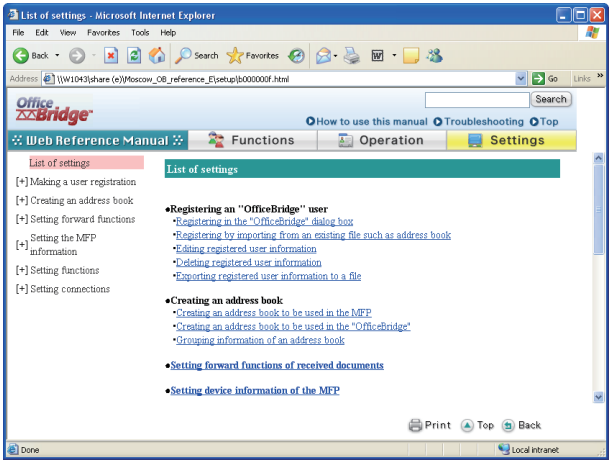


■ To display the contents from the index

1 Click “Settings” on the top page.



The top window of “Settings” appears.


List of settings - Microsoft Internet Explorer
Web Reference Manual
Functions
Operation
Settings
How to use this manual
Troubleshooting
Top
List of settings
[+] Making a user registration
[+] Creating an address book
[+] Setting forward functions
[+] Setting the MFP information
[+] Setting functions
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List of settings
•Registering an "OfficeBridge" user
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•Editing registered user information
•Deleting registered user information
•Exporting registered user information to a file
•Creating an address book
•Creating an address book to be used in the MFP
•Creating an address book to be used in the "OfficeBridge"
•Grouping information of an address book
•Setting forward functions of received documents
•Setting device information of the MFP
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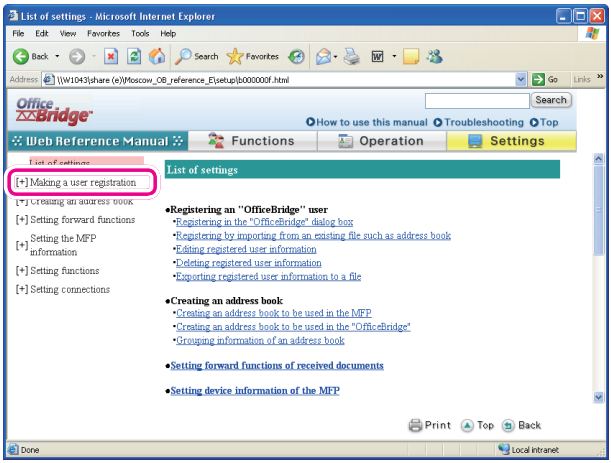
The index of “Settings” is displayed on the left side. The contents are displayed on the right side.

NOTE

The pink-highlighted item in the index indicates that the contents are displayed on the right side.

2 Click “Making a user registration” in the index.


List of settings - Microsoft Internet Explorer
Office Bridge
How to use this manual
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Web Reference Manual
Functions
Operation
Settings
[+] Making a user registration
[+] Setting forward functions
[+] Setting the MFP information
[+] Setting functions
[+] Setting connections
List of settings
•Registering an "OfficeBridge" user
•Registering in the "OfficeBridge" dialog box
•Registering by importing from an existing file such as address book
•Editing registered user information
•Deleting registered user information
•Exporting registered user information to a file
•Creating an address book
•Creating an address book to be used in the MFP
•Creating an address book to be used in the "OfficeBridge"
•Grouping information of an address book
•Setting forward functions of received documents
•Setting device information of the MFP
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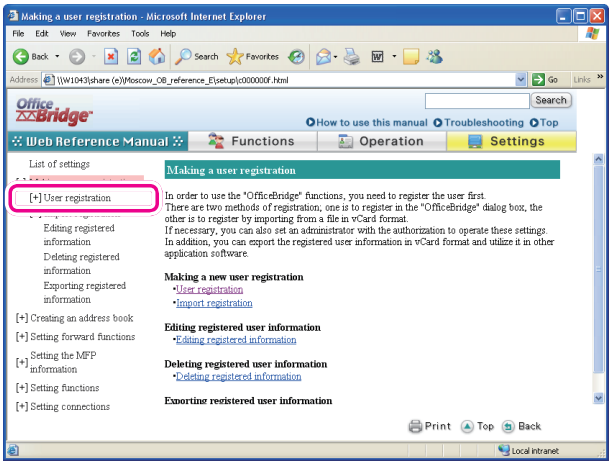
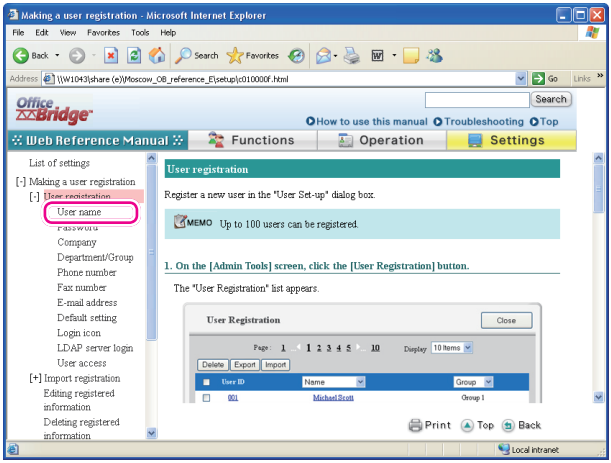
The hierarchy under “Making a user registration” appears in the index, while the contents on the right side.

3 Click “User registration”.


Making a user registration - Microsoft Internet Explorer
Office Bridge
How to use this manual
Troubleshooting
Top
Web Reference Manual
Functions
Operation
Settings
List of settings
[+] User registration
Editing registered information
Deleting registered information
Exporting registered information
[+] Creating an address book
[+] Setting forward functions
[+] Setting the MFP information
[+] Setting functions
[+] Setting connections
Making a user registration
In order to use the "OfficeBridge" functions, you need to register the user first.
There are two methods of registration, one is to register in the "OfficeBridge" dialog box, the other is to register by importing from a file in vCard format.
If necessary, you can also set an administrator with the authorization to operate these settings.
In addition, you can export the registered user information in vCard format and utilize it in other application software.
Making a new user registration
•User registration
•Import registration
Editing registered user information
•Editing registered information
Deleting registered user information
•Deleting registered information
Exporting registered user information
Print
Top
Back
Local intranet

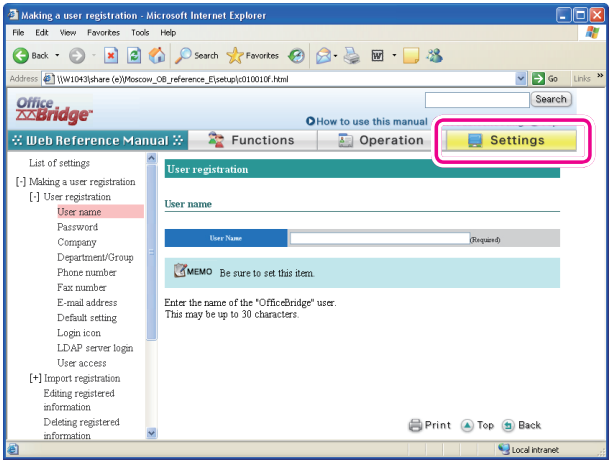
The hierarchy under “User registration” appears in the index, while the contents on the right side.

4 Click “User name”.



The contents of “User name” appear.

5 To return to the top of “Settings”, click [Settings].



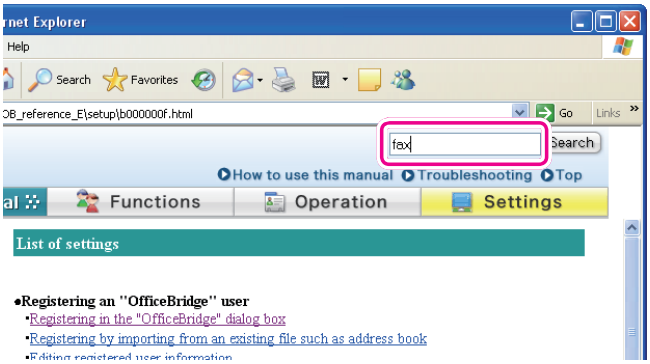
NOTE

- You can return to the previous window by clicking “Back” at the lower right of the window.
- To close the electronic manual, select “Close” from the browser's “File” menu, or click the [✕] button at the top right of the window.

Using the search function

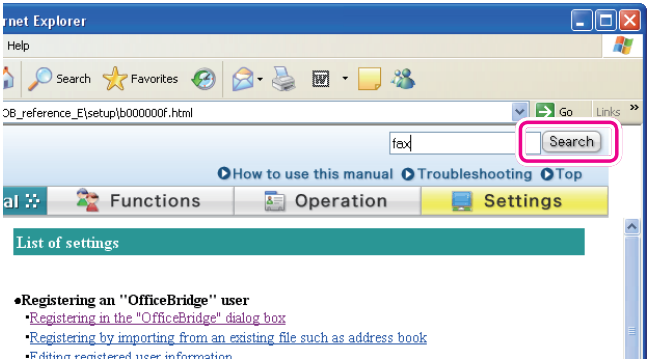
To get more details about particular operations or settings, you can search for and consult the related pages in the electronic manual.

1 Enter the keyword you want to search for into the text box at the upper right of the window.



2 Click the [Search] button.

The titles of the sections and subsections containing the keyword appear.

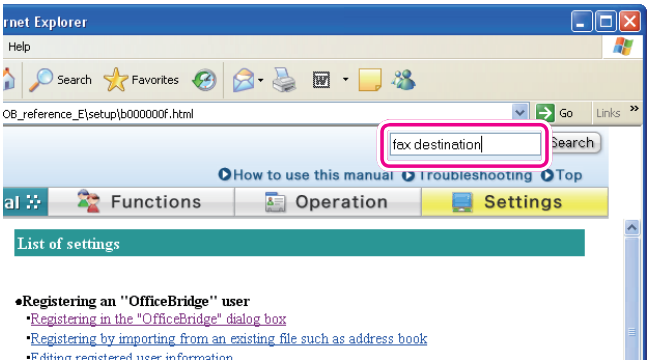


3 Click one of the titles to display the corresponding page.

■ AND search

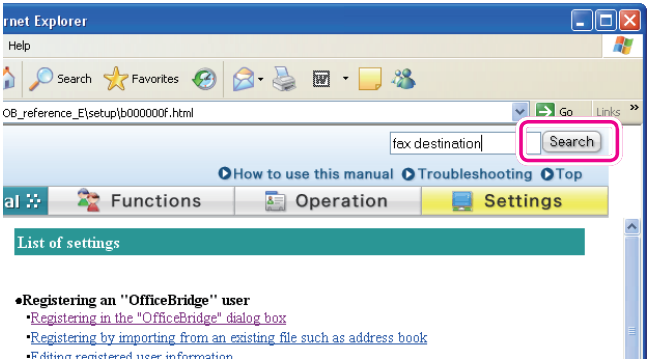
To run an AND search, put a space between keywords.

1 Enter the keywords you want to search for into the text box at the upper right of the window.



2 Click the [Search] button.

The titles of the sections and subsections containing all the keywords appear.



3 Click one of the titles to display the corresponding page.

Chapter 4

Troubleshooting

This chapter shows sample phenomena that OfficeBridge does not properly operate and explains the countermeasures. For error messages and error codes not explained here, refer to the MFP User's Guide.

If you do not solve the problem by countermeasures explained here, please contact your authorized Muratec dealer.

Error message 4-2
Error code 4-4
Troubles on the window operation 4-7
Troubles on a printer 4-14
Troubles on “OB InfoMonitor” 4-16
Troubles on “OB Document Download Manager” 4-17
Cannot open the resident web page 4-18
Folder shared settings 4-19

Error message

Message	Status and countermeasure	Error code
Check the ID number	1. Lower 4 digits of the fax number registered by the destination do not match with those of the entered number. ▶Check the ID number. 2. The fax number is not registered by the other party. ▶Call the other party and ask him/her to check the fax number of their machine.	T.2.2
Check the sending party's passcode	▶Ask the other party to check the machine. ▶Ask the other party to check the passcode.	T.2.2
Check condition of remote fax	▶Call the other party and ask him/her to check the mode, fax number, status of their machine.	T.1.1, T.2.1 T.2.2, T.2.3 T.5.1, T.5.2 T.8.1, R.8.1
Check the received documents	▶Call the other party and ask him/her to check the operating status of their machine.	T.4.2
Resend the document.	1. The document may not be read properly. ▶Resend the document. 2.The phone line may have a problem. ▶Resend the document. 3. The dialing tone did not return at the “/P” or “/T” position. ▶Check the “/P” or “/T” position and resend. (These symbols may not be necessary depending on the switchboard.)	T.3.1 T.4.1 T.5.3 D.0.8
Please dial again	1. The document was not successfully transmitted to the destination, despite having redialed the preset number of times. ▶Re-enter the destination fax number and transmit again. If this message appears again, call the other party to ask him/her to check the status of their machine. 2. Check the communication line type is correct. (Refer to the MFP User's Guide)	D.0.2
Dialing number is not set	▶Re-set the speed dial and resend the document.	D.0.6
Stopped	▶Communication stopped. Restart the operation.	D.0.3 T.1.4 R.1.4

Message	Status and countermeasure
An LDAP server has not been registered. Check the LDAP server settings.	An LDAP server is not registered or its settings are not correct. Refer to “Network Settings” (page 1-3) and set correctly. If you are not sure about the LDAP settings, consult your system administrator.
An LDAP server has not been selected. Check the LDAP server settings.	
The LDAP server cannot be found. Check the LDAP server settings.	
Invalid parameters! Check the LDAP server settings.	
LDAP reference execution error.	
No Network Connection.	A LAN cable is not connected. Connect a LAN cable.

D: Dialing Errors

Mode	Error code	Description of code	Countermeasure
G3 Transmission	D.0.1	Transmission and reception occurred simultaneously	▶Resend the document.
	D.0.2	Receiving line is busy	▶Resend the document.
	D.0.3	<Stop> was pressed	▶Resend the document.
	D.0.6	The receiving fax number is not registered when using the auto-dial function	▶Set the correct fax number and then resend the document.
	D.0.7	The receiving party did not answer when using the auto-dial function	▶Set the correct fax number and then resend the document.
	D.0.8	A dial tone cannot be detected	▶Check the line cable is connected properly. ▶Check the dial tone detect settings.
		he dialing tone did not return at the "/P" or "/T" position	▶Check the "/P" or "/T" position and resend. (These symbols may not be necessary depending on the switchboard.)

T: Transmission Errors

Mode	Error code	Description of code	Countermeasure
G3 Transmission	T.1.1	Wrong number (receiving party answered and hung up)	▶Check the correct fax number and resend the document.
		The receiving party answered manually and hung up the phone	▶Check the receiving method on the other machine.
		The other machine is not a G3 machine	▶This machine cannot communicate with it.
	T.1.4	<Stop> was pressed when the communication starts (only displayed in the auto print journal)	▶Resend the document.
	T.2.1	The line status was bad (especially when communicating overseas) and the receiving party cut off the line	▶Resend the document. If this error occurs repeatedly, contact your authorized Muratec dealer.
		Your machine's settings do not match with the other machine's	▶Check the settings on the other machine. If the receiving party has special settings, ask him/her to release them.
	T.2.2	Your machine's settings do not match with the other machine's	▶Check the model and setting status on the other machine.

Mode	Error code	Description of code	Countermeasure
G3 Transmission	T.3.1	In a consecutive transmission, the pages from the second page caused a read error	▶Resend the document starting from the page that caused the error.
		A document of which length is longer than 900 mm was transmitted	▶Cut the length of a page into 900 mm or less, and resend.
		Brightness in the lamp is insufficient if the "Lamp error. Call for service" message is displayed after transmission is interrupted	▶Turn the power from OFF to ON and try to copy. If the "Lamp error. Call for service" message is not displayed, resend the document. If the same message is displayed even when you copy, contact your authorized Muratec dealer.
G3 Transmission	T.3.2	Due to a line error, communication failed.	▶Resend the document. If this error occurs repeatedly, contact your authorized Muratec dealer.
	T.4.1	Due to a line error, the receiving party disconnected the line during document transmission	▶Resend the document. If this error occurs repeatedly, contact your authorized Muratec dealer.
	T.4.2	An image quality error occurred at the receiving party (due to line error)	▶All pages were received but some of them might have a poor image quality. Ask the receiving party to check the quality of the document.
	T.4.4	The line is disconnected during transmission (due to a line error)	▶Resend the document.
ECM Transmission	T.5.1, T.5.2, T.5.3	The line is disconnected during transmission (due to a line error)	▶Resend the document. If this error occurs repeatedly, contact your authorized Muratec dealer.
	T.8.1	The reception mode does not match	▶Check the other machine. The receiving party may not use a fax machine.

R: Reception Errors

Mode	Error code	Description of code	Countermeasure
G3 Transmission	R.1.1	Your machine is set to manual reception or transfer reception and is ready to receive, but no signal comes from the sending party	▶The sending party may operate incorrectly. If you know who the sending party is, ask him/her to resend the document.
	R.1.2	Your machine's mode does not match with the sending party's	▶If you know who the sending party is, ask him/her to resend the document. If this error occurs repeatedly, contact your authorized Muratec dealer.
		Junk fax is received when the junk fax block function is on (only displayed in the auto print journal)	
	R.1.4	<Stop> was pressed during reception (only displayed in the auto print journal)	▶If you know who the sending party is, ask him/her to resend the document.
	R.1.5	Due to a line error, communication failed	▶If you know who the sending party is, ask him/her to resend the document. If this error occurs repeatedly, contact your authorized Muratec dealer.
	R.2.3	Due to a line error, the line is disconnected	
	R.3.1	A document was pulled out or <Stop> was pressed by the sending party	
	R.3.3	Due to a line error, the signal cut off during reception (due to line error)	
	R.3.4	Reception is not available even at the slowest speed (due to a line error)	
	R.3.5	Due to memory overflow, the reception failed	▶Check the amount of memory left and ask the sending party to resend.
	R.4.2	Due to a line error, the signal cut off during reception (due to line error)	▶If you know who the sending party is, ask him/her to resend the document. ▶If this error occurs repeatedly, contact your authorized Muratec dealer.
	R.4.4	Memory overflow (only displayed in the auto print journal)	
ECM Reception	R.5.1	The signal cut off during reception The sending party pressed <Stop>	▶If you know who the sending party is, ask him/her to resend the document. If this error occurs repeatedly, contact your authorized Muratec dealer.
	R.5.2	Due to a line error, the signal cut off during reception (due to line error)	
	R.8.1	Your machine's mode does not match with the other machine's	▶Check the other machine. The other party may not have a document, for example, in polling.

Troubles on the window operation

Phenomenon	Device to check	Check point	Countermeasure
Cannot connect to OfficeBridge.	PC	Check if the OfficeBridge IP address is entered correctly.	Check the OfficeBridge IP address and enter correctly.
		Check if the OfficeBridge network settings are correct.	Refer to the Reference Manual and configure the network settings correctly.
		Check if the browser settings are correct.	Check the browser settings by the following step. · Go to "Tools" on the menu bar – "Internet Options" – "Connections" tab – "Local Area Network (LAN) settings Explorer", and press the [LAN Settings] button to check the proxy server settings.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is not damaged.	Replace the LAN cable.
		Check if the network card (LAN card) is not damaged.	Replace the network card.
		Check if the system memory on Windows is sufficient.	· Check the memory on your PC satisfies the operating environment of OfficeBridge, and if not, expand the memory. · If multiple software applications or unnecessary resident software are running, exit them.
		Check if the user information is registered.	Register the user information in the "User Registration Settings" dialog box of OfficeBridge.
		Check if the correct password is entered.	Enter the password registered in the "User Registration Settings" dialog box of OfficeBridge.
	MFP	Check if the power is ON.	Turn ON the power.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is not damaged.	Replace the LAN cable.
		Check if the network settings are correct.	Configure the network settings correctly (refer to page 1-3).

Phenomenon	Device to check	Check point	Countermeasure
Cannot connect to OfficeBridge.	Network peripheral devices (ex. LAN hub, router)	Check if the power is ON.	Turn ON the power.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
	Network peripheral devices (ex. LAN hub, router)	Check if the LAN cable is not damaged.	Replace the LAN cable.
		Check if the network peripheral device is not damaged.	Connect the LAN cable to other port of the device, and check it operates correctly. If it does not operate, replace the device.
		Check if the network settings are correct.	Refer to the operational manual of the device and configure the network settings correctly.
A table size, character pitch, or line pitch on the displayed window is different from ones in the manual.	PC	Check if the specified browser is used.	Use Internet Explorer 5.0.1 or later, or Netscape Navigator 7.0 or later for the browser. If you use an old version of the browser, we recommend installing the latest version.
A character size on the displayed window is different from one in the manual.	PC	Check if the character size is not changed.	Adjust the character size in the character size setting on the browser.
Unable to open the resident web page which you can access from the browser.	PC	The Internet Explorer security setting has not been set properly.	Is the Internet Explorer security set properly? Change the Internet Explorer security setting as follows. Refer to page 4-18.

Phenomenon	Device to check	Check point	Countermeasure
Cannot open a document	PC	Check if an image viewer is installed.	Without installing an image viewer, you cannot view a document. Exit OfficeBridge and install an image viewer. A similar status may also occur when the version of an image viewer is old. Re-install the latest version of an image viewer.
		Check if you associate the extension (TIFF or PDF) with an image file in your OS.	Refer to the OS operation manual of your PC, and associate the extension.
		Check if a plug-in application is installed.	Check if a plug-in application including QuickTime or RealOne, or an image viewer is installed. If installed, associate the extension with an image file.
Cannot transmit/ receive a fax.	PC	Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is not damaged.	Replace the LAN cable.
		Check if the network card (LAN card) is not damaged.	Replace the network card.

Phenomenon	Device to check	Check point	Countermeasure
Cannot transmit/ receive a fax.	PC	Check is the system memory on Windows is sufficient.	Check the memory on your PC satisfies the operating environment of OfficeBridge, and if not, expand the memory. If multiple software applications or unnecessary resident software are running, exit them.
	MFP	Check if the power is ON.	Turn ON the power.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is not damaged.	Replace the LAN cable.
		Check if the phone line cable is connected.	Check the phone line cable connection and connect correctly.
		Check if the phone line cable is not damaged.	Replace the phone line cable.
		Check if the communication line settings (dial or push) are correct.	Check the communication line and set correctly.
		Check if an advanced fax function (ex. Block Junk Fax, Closed Communication) is not set.	Refer to the MFP User's Guide and release these settings.
		Check if the network settings are correct.	Configure the network settings correctly (refer to page 1-3).
	Network peripheral devices (ex. LAN hub, router)	Check if the power is ON.	Turn ON the power.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is not damaged.	Replace the LAN cable.
		Check if the network peripheral device is not damaged.	Connect the LAN cable to other port of the device, and check it operates correctly. If it does not operate, replace the device.
		Check if the network settings are correct.	Refer to the operational manual of the device and configure the network settings correctly.

Phenomenon	Device to check	Check point	Countermeasure
Cannot transmit/ receive an e-mail message	PC	Check if you set the account/password settings of the e-mail server correctly.	Configure the correct account/password settings in the “SMTP/POP Settings” dialog box of OfficeBridge.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is not damaged.	Replace the LAN cable.
		Check if the network card (LAN card) is not damaged.	Replace the network card.
	MFP	Check if the power is ON.	Turn ON the power.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is not damaged.	Replace the LAN cable.
		Check if the phone line cable is connected.	Check the phone line cable connection and connect correctly.
		Check if the phone line cable is not damaged.	Replace the phone line cable.
		Check if the network settings are correct.	Configure the network settings correctly (refer to page 1-3).
	Network peripheral devices (ex. LAN hub, router)	Check if the power is ON.	Turn ON the power.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is not damaged.	Replace the LAN cable.
		Check if the network peripheral device is not damaged.	Connect a LAN cable to other port of the device, and check it operates correctly. If it does not operate, replace the device.
		Check if the network settings are correct.	Refer to the operational manual of the device and configure the network settings correctly.
Cannot use the advanced search function	MFP	An LDAP server is not registered or its settings are not correct.	Refer to “Network Settings” (page 1-3) and set correctly.
		The TCP/IP settings are not correct.	

Phenomenon	Device to check	Check point	Countermeasure
A document created with the specified application software cannot be sent by fax or e-mail.	PC	Check if "Muratec MFX-**** Fax" (**** means your machine name) is installed.	Otherwise, you cannot send a document created with the specified application software. Exit OfficeBridge and install "Muratec MFX-**** Fax" (**** means your machine name).
		Check if "Muratec MFX-**** Fax" (**** means your machine name) is selected.	From the print menu of the application software, set the using printer to "Muratec MFX-**** Fax" (**** means your machine name).
		Check if the port settings of "Muratec MFX-**** Fax" (**** means your machine name) is correct.	Check the "Port to print" settings in "Muratec MFX-**** Fax" (**** means your machine name) and set the print destination port with the correct IP address.
There is a document list window (Bulletin Board, Circulated, Request Processing) not displayed.	PC	Check if the document list function is set to "ON".	Set the function to "ON" in each function setting dialog box of OfficeBridge.
A received fax document is not forwarded.		Check if the forwarding condition settings of received documents are correct.	Set the correct forwarding condition in the "Received fax forwarding setting" dialog box of OfficeBridge.
A received fax document is not forwarded.	MFP	Check if the power is ON.	Turn ON the power.
A forwarded document is not printed.	PC	Check if the print setting of forwarded documents is ON.	Set the print setting for forwarded documents in the "Received fax forwarding setting" dialog box of OfficeBridge.
	MFP	Check if the power is ON.	Turn ON the power.
A scanned document is not forwarded.	PC	Check if you select a correct forwarding user on the control panel.	Select a correct user.

Phenomenon	Device to check	Check point	Countermeasure
Cannot import a scanned document in the application software.	PC	Check if "Muratec OB TWAIN Connector" is installed.	If "Muratec OB TWAIN Connector" is not installed, you cannot import a scanned document in the application software. Exit OfficeBridge and install "Muratec OB TWAIN Connector".
		Check if "Muratec OB TWAIN Connector" is set as the read device.	Set the read device of the application software to "Muratec OBTWAIN Connector".
A processed document is not stored on the document list window.	PC	Check if the storing document size does not exceed the memory of MFP.	Check the amount of memory left on the document list window, and delete unnecessary documents from the document list to make an available memory.

Troubles on a printer

Phenomenon	Device to check	Check point	Countermeasure
Cannot print a document	PC	Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is not damaged.	Replace the LAN cable.
		Check if the network card (LAN card) is not damaged.	Replace the network card.
		Check if the system memory on Windows is sufficient.	· Check the memory on your PC satisfies the operating environment of OfficeBridge, and if not, expand the memory. · If multiple software applications or unnecessary resident software are running, exit them.
	MFP	Check if the power is ON.	Turn ON the power.
		Check if paper is loaded.	Load paper properly.
		Check if the drum cartridge or toner cartridge is installed.	Install the drum cartridge or toner cartridge correctly.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is not damaged.	Replace the LAN cable.
		Check if the network settings are correct.	Configure the network settings correctly (refer to page 1-3).
	Network peripheral devices (ex. LAN hub, router)	Check if the power is ON.	Turn ON the power.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is not damaged.	Replace the LAN cable.
		Check if the network peripheral device is not damaged.	Connect the LAN cable to other port of the device, and check it operates correctly. If it does not operate, replace the device.
Cannot print a document	Network peripheral devices (ex. LAN hub, router)	Check if the network settings are correct.	Refer to the operational manual of the device and configure the network settings correctly.

Phenomenon	Device to check	Check point	Countermeasure
A document created with the specified application software cannot be printed.	PC	Check if "Muratec MFX-****" (**** means your machine name) is installed.	Otherwise, you cannot print a document created with the specified application software. Exit OfficeBridge and install "Muratec MFX-****" (**** means your machine name).
		Check if "Muratec MFX-****" (**** means your machine name) is selected.	From the print menu of the application software, set the using printer to "Muratec MFX-****" (**** means your machine name).
A document created with the specified application software is not printing properly.	PC	Check if the paper size or direction you set in the application software is given priority.	The settings in the application software may be given priority to the ones in the printer driver for printing. Configure the correct settings on the application software.
		Check if the memory required for printing is sufficient.	When you print in multiple copies, check in one copy.
		Check if the memory required for printing is sufficient.	Set the image resolution lower. Make an image more simple to decrease the data size.
A document is not printed properly	PC	Check if the spool settings of the printer driver are correct.	Change the spool data format of the printer driver from "EMF mode" to "RAW mode".
Cannot select items on the printer driver	PC	—	You may not combine and use some functions together depending on the function. Areas displayed in gray cannot be selected.
Documents set in a work group in Microsoft Excel are not printing properly	PC	Check if each worksheet in Microsoft Excel has the same settings in "Page Settings" and printer driver settings.	When you set some worksheets in a workgroup in Microsoft Excel and print them, you need the same settings in both "Page Settings" and "printer driver settings" for each worksheet.

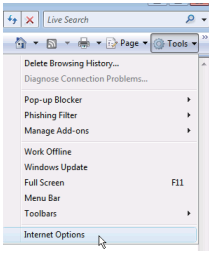
Troubles on “OB InfoMonitor”

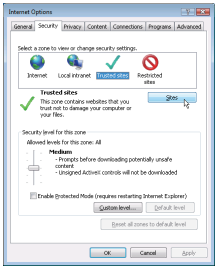
Phenomenon	Device to check	Check point	Countermeasure
A newly arrived document is not notified.	PC	Check if “OB InfoMonitor” is running.	If “OB InfoMonitor” is not running, a newly arrived document is not notified. Start up “OB InfoMonitor”.
		Check if the IP address is entered correctly.	Enter the same address as one of OfficeBridge in the “OB Settings” dialog box of “OB InfoMonitor”.
		Check if a correct user is selected.	Select a user correctly in the “User Settings” dialog box of “OB InfoMonitor”.
		Check if the notification settings for newly arrived documents are configured correctly.	Set the notification type correctly in the “Notification (Sound) Settings” dialog box of “OB InfoMonitor”.
		Check if the popup display is set to ON.	Right-click the task tray icon of “OB InfoMonitor” and check “View popups” is selected.
		Check if the connection to “OB InfoMonitor” is not rejected in virus scan software or security software settings.	Set the port number (60000) of “OB InfoMonitor” to the excluded range of virus scan software or security software.
		Check if the connection to “OB InfoMonitor” is not rejected in the firewall settings.	Set the port number (60000) of “OB InfoMonitor” to the excluded range of firewall.

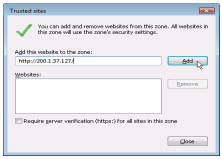
Troubles on “OB Document Download Manager”

Phenomenon	Device to check	Check point	Countermeasure
Cannot download a document	PC	Check if “OB Document Download Manager” is running.	If “OB Document Download Manager” is not running, you cannot download. Start up “OB Document Download Manager”.
		Check if the IP address is entered correctly.	Enter the same address as one of OfficeBridge in the “OB settings” dialog box of “OB Document Download Manager”.
		Check if a correct user is selected.	Set a user correctly in the “User settings” dialog box of “OB Document Download Manager”.
		Check if a download task is created.	Create a download task in the “Download Utility – Console” dialog box of “OB Document Download Manager”.
		Check if “OB Document Download Manager” on other PCs has the setting of automatic document deletion after downloading a document.	Release the setting of automatic document deletion after downloading a document on other PCs.

Cannot open the resident web page

<table>
<tr><th>Phenomenon</th><th>Check point</th><th>Countermeasure</th></tr>
<tr><td rowspan="2">Cannot open the resident web page which you can access from the browser.</td><td>The LAN cable is not connected firmly.</td><td>Check whether the LAN cable is firmly connected.</td></tr>
<tr><td>If using Windows Vista/Server 2003, the Internet Explorer security has not been set properly.</td><td>Please change the Internet Explorer security setting as follows. (The images are based on Vista.)
1. Open Internet Explorer, and click the “Tools” button, and then click “Internet Options”.
 

2. Click the “Security” tab, and then click the “Trusted sites”.
3. Click [Sites].
 

4. Enter your machine IP address “http://xxx.xxx.xxx.xxx” in the “Add this website to the zone” field.
5. Clear the “Require server verification (https:) for all sites in this zone” check box. Click [Add].
 

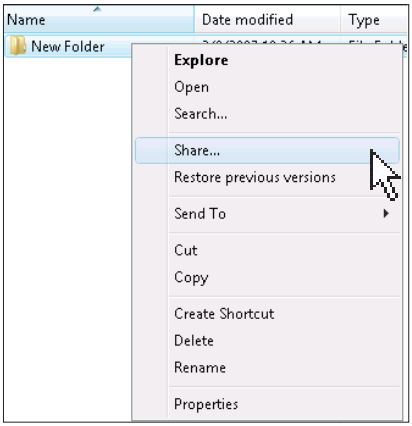
6. Click [Close], and then click [OK].</td></tr>
</table>

Folder shared settings

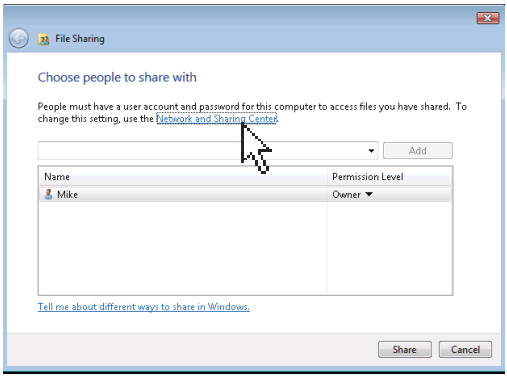
To use the Scan to folder function, you need to set a shared folder on your PC. This section explains how to set it.

■ When using Windows Vista

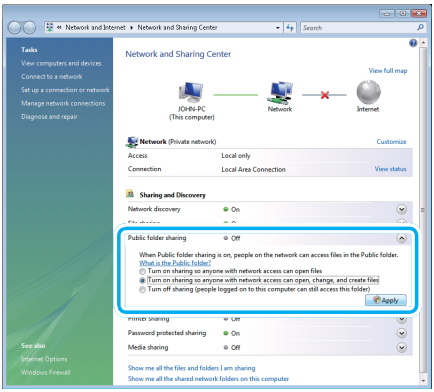
1 Right click the folder to setup and select “Share...”.



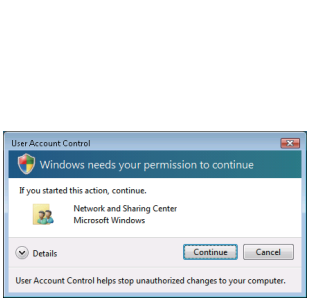
2 Click “Network and Sharing Center”.


File Sharing
Choose people to share with
People must have a user account and password for this computer to access files you have shared. To change this setting, use the Network and Sharing Center.
Add
Name
Permission Level
Mike
Owner
Tell me about different ways to share in Windows.
Share
Cancel

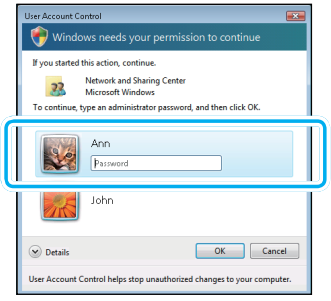
3 Under “Public folder sharing”, select “Turn on sharing to anyone with network access can open, change, and create file”. Then click “Apply”.



NOTE When the “User Account Control” dialog box appears, type an administrator password or provide confirmation.

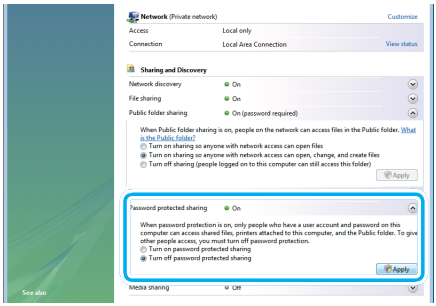


(When you log on as an administrator)



(When you log on as a standard user)

4 When the “Password protected sharing” is “On”, select “Turn off password protected sharing”. Then click “Apply”.

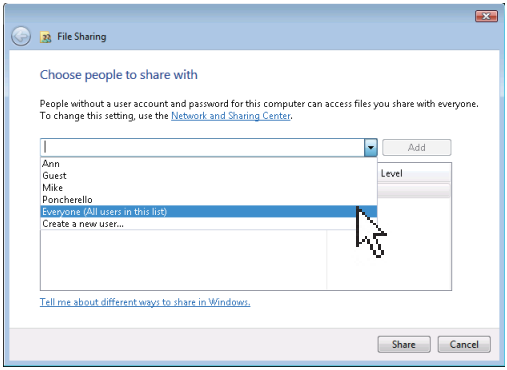


NOTE

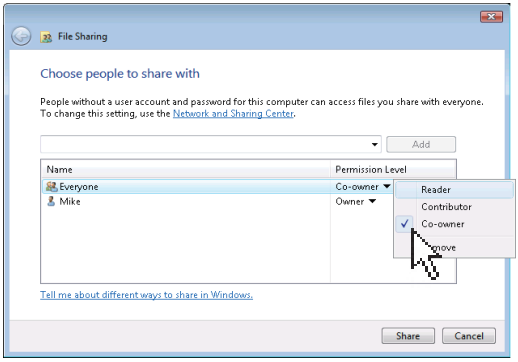
When the “User Account Control” dialog box appears, type an administrator password or provide confirmation.

5 Close the “Network and Sharing Center” dialog box.

6 Select “Everyone (All users in this list)” from the list, and click “Add”.


File Sharing
Choose people to share with
People without a user account and password for this computer can access files you share with everyone.
To change this setting, use the Network and Sharing Center.
Add
Ann
Guest
Mike
Poncherello
Everyone (All users in this list)
Create a new user...
Level
Tell me about different ways to share in Windows.
Share
Cancel

7 Change the “Permission Level” to “Co-owner”.

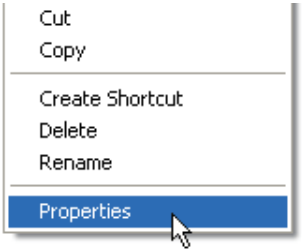


8 Click “Share”.

9 Click “Done”.

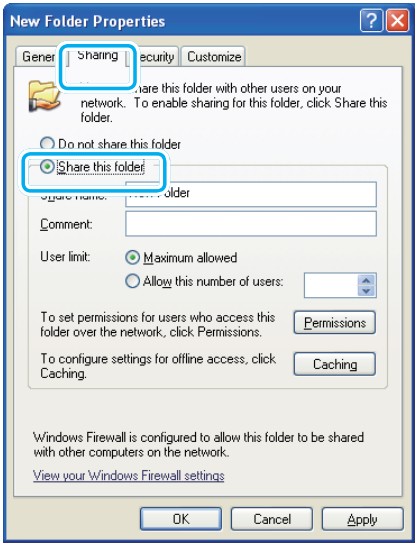
■ When using Windows XP Professional/Windows 2000 (Advanced settings)

1 Right-click a folder to be shared, and select “Properties”.

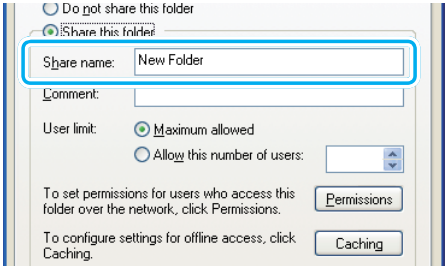


2 After you click the “Sharing” tab, click “Share this folder”.

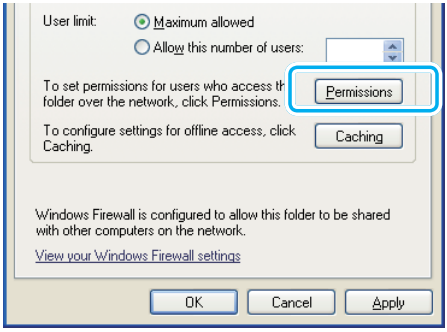
If the window on Windows XP Professional is different from this one, refer to the next section “■ When using Windows XP Professional (Simple settings)”.


New Folder Properties
Gener
Sharing
ecurity
Customize
network. To enable sharing for this folder, click Share this folder.
Do not share this folder
Share this folder
Comment:
User limit:
Maximum allowed
Allow this number of users:
To set permissions for users who access this folder over the network, click Permissions.
Permissions
To configure settings for offline access, click Caching.
Caching
Windows Firewall is configured to allow this folder to be shared with other computers on the network.
View your Windows Firewall settings
OK
Cancel
Apply

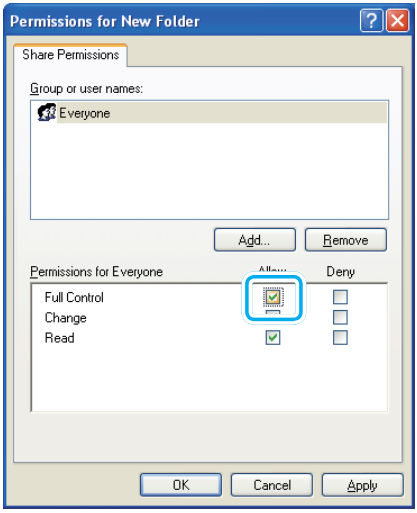
3 Enter an optional shared name in “Share name”.



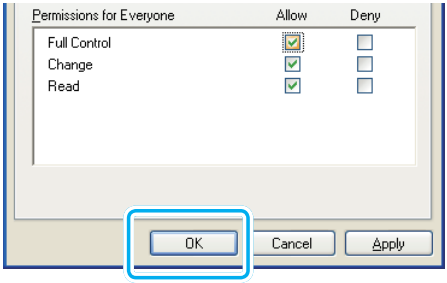
4 Click the [Permissions] button.


User limit:
Maximum allowed
Allow this number of users:
To set permissions for users who access th
folder over the network, click Permissions.
Permissions
To configure settings for offline access, click Caching.
Caching
Windows Firewall is configured to allow this folder to be shared with other computers on the network.
View your Windows Firewall settings
OK
Cancel
Apply

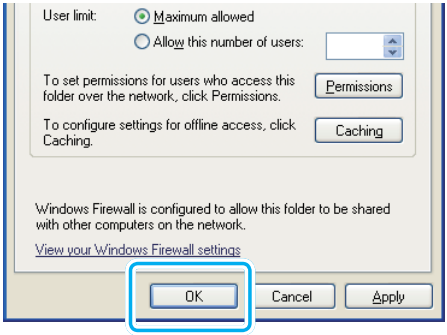
5 Check “Allow” for “Full Control” of the user account you permit.



6 Click the [OK] button.

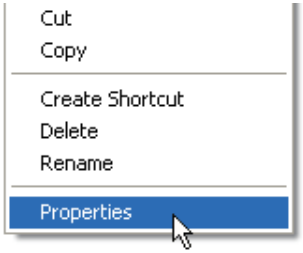


7 Click the [OK] button again and complete setting.

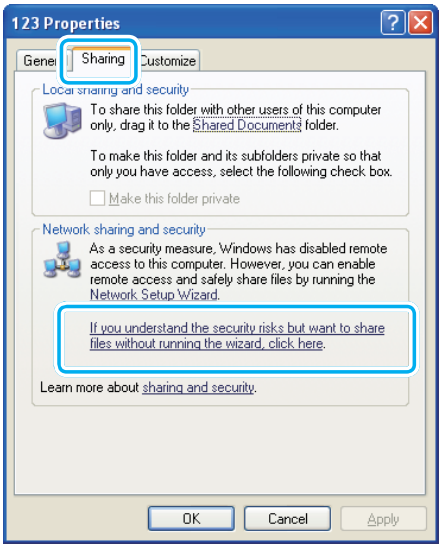

User limit:
Maximum allowed
Allow this number of users:
To set permissions for users who access this folder over the network, click Permissions.
Permissions
To configure settings for offline access, click Caching.
Caching
Windows Firewall is configured to allow this folder to be shared with other computers on the network.
View your Windows Firewall settings
OK
Cancel
Apply

■ When using Windows XP Professional (Simple settings)

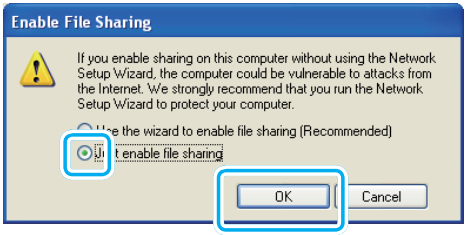
1 Right-click a folder to be shared, and select “Properties”.



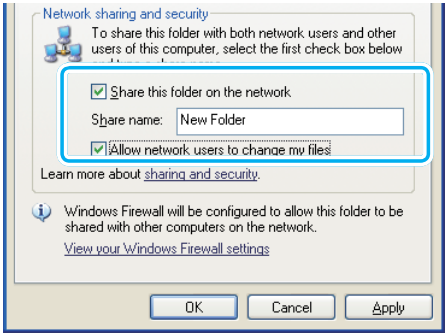
2 After you click the “Sharing” tab, click “If you understand the security risks…”.


123 Properties
Sharing
Customize
To share this folder with other users of this computer only, drag it to the Shared Documents folder.
To make this folder and its subfolders private so that only you have access, select the following check box.
Make this folder private
Network sharing and security
As a security measure, Windows has disabled remote access to this computer. However, you can enable remote access and safely share files by running the Network Setup Wizard.
If you understand the security risks but want to share files without running the wizard, click here.
Learn more about sharing and security.
OK
Cancel
Apply

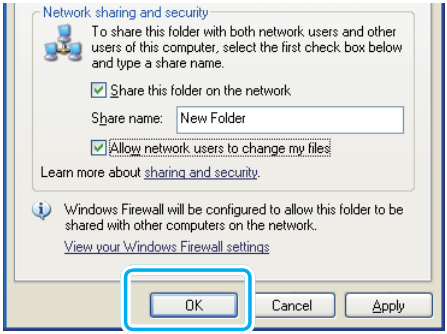
3 Select “Just enable file sharing” and click the [OK] button.


Enable File Sharing
If you enable sharing on this computer without using the Network Setup Wizard, the computer could be vulnerable to attacks from the Internet. We strongly recommend that you run the Network Setup Wizard to protect your computer.
Use the wizard to enable file sharing (Recommended)
Just enable file sharing
OK
Cancel

4 After you check “Share this folder on the network”, enter an optional share name in “Share name”. Then, also check “Allow network users to change my files”.


Network sharing and security
To share this folder with both network users and other users of this computer, select the first check box below
Share this folder on the network
Share name: New Folder
Allow network users to change my files
Learn more about sharing and security.
Windows Firewall will be configured to allow this folder to be shared with other computers on the network.
View your Windows Firewall settings
OK
Cancel
Apply

5 Click the [OK] button and complete setting.


Network sharing and security
To share this folder with both network users and other users of this computer, select the first check box below and type a share name.
Share this folder on the network
Share name: New Folder
Allow network users to change my files
Learn more about sharing and security.
Windows Firewall will be configured to allow this folder to be shared with other computers on the network.
View your Windows Firewall settings
OK
Cancel
Apply

NOTE

The setting window vary depending on other operating systems, however, the setting contents are same. Set in the same methods.

Chapter 5

Appendix

Main Specifications **5-2**

Main Specifications

■ Basic specifications

Client operating system	• WindowsVista Ultimate • WindowsVista Ultimate 64-bit edition • WindowsVista Enterprise • WindowsVista Enterprise 64-bit edition • WindowsVista Business • WindowsVista Business 64-bit edition • WindowsVista Home Premium • WindowsVista Home Premium 64-bit edition • WindowsVista Home Basic • WindowsVista Home Basic 64-bit edition • Windows Server 2003 *1 • Windows XP Professional • Windows XP Home Edition • Windows 2000 Professional *2 • Windows NT Workstation 4.0 (SP6a or later)*3 • Windows Me • Windows 98 Second Edition (SE) • Windows 98 * Not support "Terminal Service", "Remote Desktop", "MetaFrame", and some other functions. *1 Only printer function is available in Windows Server 2003. *2 Compatible with Windows 2000 Professional Service Pack 4 or later. *3 Compatible with Windows NT Workstation 4.0 Service Pack 6a or later. TIFF Viewer is required separately.
Client PC	PC/AT compatible machine
System requirements (Minimum PC operating environment)	CPU : based on the operating environment recommended for the above operating systems. Memory : based on the operating environment recommended for the above operating systems Hard disk : 40 MB or more (free disk space required, depending on usage)
Interface	Ethernet 10Base-T, 100Base-TX
Network protocol	TCP/IP, UDP/IP
Compatible browser	Internet Explorer 5.0.1 or later, or Netscape 7.1

■ Internet Fax

E-mail communication protocol	SMTP, POP3
Document size	A3, B4, A4
Max resolution	600 × 600 dpi (equivalent)
Encoding method	MIME/Base64
Image coding method	MH, MR, MMR, JBIG
Standard	ITU-T T.37
Grayscale	256 levels
E-mail/Fax mixed broadcast	Available
Transmission reservation	1,000 jobs (including fax and Internet fax)
Broadcast transmission	Available
Attached data format	TIFF, PDF

■ PC-FAX

Document size	A3, B4, A4
Max resolution	600 × 600 dpi (equivalent)
Image coding method	MH, MR, MMR, JBIG
Communication mode	Super G3 & G3
Transmission speed	Max. 33.6 Kbps
Grayscale	128 levels
Broadcast transmission	Available
Transmission reservation	1,000 jobs (including fax and Internet fax)
Cover page transmission	Available
F-Code transmission	Available
Receiving routing	User ID, Fax, E-mail, Shared folder
Address book registration	Max. 2,000 destinations

■ Network scanner

Document size	A3, B4, A4, A4, B5, B5, A5, A5
Max resolution	600 × 600 dpi (max)
Grayscale	256 levels
Data format	User : TIFF E-mail : TIFF/PDF Shared folder : TIFF/PDF
Scanning speed	Approx. 1 sec. (A4, 200 × 200 dpi)
Zoom ratio	ADF and FBS: 50 to 400%, RADF: 50 to 200 %
Density	5 levels
TWAIN standard	Compliant

■ Network printer

Paper size * For details, refer to the MFP User's Guide.	Bypass tray: • A3, A4, A4, A5, A5, B4, B5, B5, Postcard, F4 (210 mm × 330 mm), 8K (270 mm × 390 mm), 16K (195 mm × 270 mm), 16K (270 mm × 195 mm), Letter, Letter, Legal, 11 × 17, H.Ltr, H.Ltr, Executive, Executive, COM10, Monarch, DL, Envelope1 (90 mm × 205 mm), Envelope2 (240 mm × 332 mm) • Custom paper Paper width: 90 to 297 mm Paper length: 140 to 432mm Paper cassette: A3, A4, A4, A5, A5, B4, B5, B5, F4 (210 mm × 330 mm), 8K (270 mm × 390 mm), 16K (195 mm × 270 mm), 16K (270 mm × 195 mm), Letter, Letter, Legal, 11 × 17, H.Ltr, H.Ltr, Executive, Executive
Recording resolution	600 dpi
Printer language	GDI method
Continuous print speed	MFX-2200, MFX-2225: 22 sheets/min. MFX-2320, MFX-2325: 23 sheets/min. MFX-2700, MFX-2720, MFX-2725: 27 sheets/min. (Using A4 in 1st paper cassette)
Warm-up time	15 sec. or less (at a room temperature of 20ºC)
Print copies	Max. 999
Sort	Available

■ Device Management

Device information management	MFP information, Device information
Transmission/Reception history	Fax, E-mail
Job cancel	Fax, Print
Address information settings	MFP address book (Speed dial), OB address book
Received fax forwarding	User ID, Fax number, E-mail address, Shared folder
Registration settings	E-mail document, Cover page
Default settings	Document deletion, Preview type, Download type, Document storage period, Processing deadline
Environment settings	Network settings, E-mail environment, Remote connection

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